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Correspondence & Memos, 1897-1994



OFFICE OF
DIRECTOR OF THE MINT

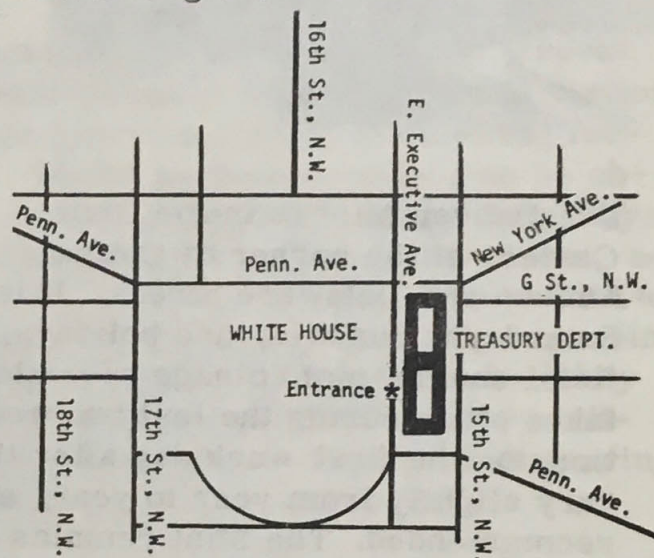
DEPARTMENT OF THE TREASURY
BUREAU OF THE MINT
WASHINGTON, D.C. 20220

MINT TOUR DATA

The Bureau of the Mint headquarters, which is also the Office of the Director of the Mint, is located in Washington, D. C. With the exception of a small laboratory, operated for testing purposes, and the sales and exhibit area, the functions are purely administrative. No coinage operations are carried on in Washington.



The Department of the Treasury

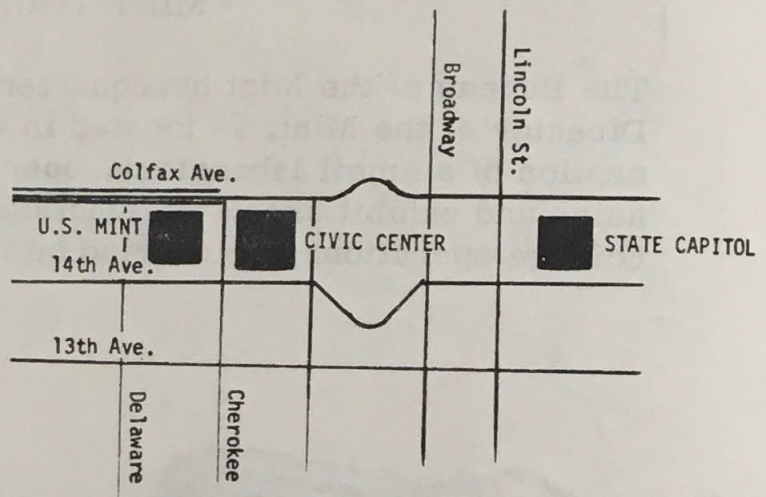


The Bureau of the Mint administers the Exhibit Hall in the Main Treasury Building, 15th Street and Pennsylvania Avenue, N. W., in Washington, D. C. Tuesdays through Saturdays, from 9:30 a. m. to 3:30 p. m., visitors may stroll among interesting historical and educational exhibits depicting the activities of the various Treasury bureaus. For those with more time to spare, there are movies in the Exhibit Hall theater. Mint medals, souvenir coin sets, and Mint publications, as well as prints produced by the Bureau of Engraving and Printing, of historic buildings, U. S. Presidents, and other public figures, are available for purchase. Phone: 202-566-5221.

The Bureau of Engraving and Printing, the Treasury agency charged with the manufacture of paper currency, stamps and securities, is located at 14th and C Streets, S. W., Washington, D. C. Self-guided audio-visual tours, conducted Mondays through Fridays from 8:00 a. m. to 2:00 p. m., provide the public with a view of the various operations performed in the manufacture of paper money. The tour takes approximately 25 minutes. Phone: 202-566-2000.

Admission to both the Treasury Exhibit Hall and the Bureau of Engraving and Printing is free and no reservations or passes are required. Both are closed on all legal holidays.

DENVER MINT



The Denver Mint is in the Civic Center, at the corner of Colfax Avenue and Delaware Street. It is open for tours year around, except for Saturdays, Sundays, and holidays, and for the period when there is an official shutdown of coinage operations for inventory purposes. This usually takes place during the last two weeks of June, with resumption of operations on the first work day after the Fourth of July. Since the dates may vary slightly from year to year, an inquiry in advance of your visit is recommended. The Mint remains open during the shutdown from 8:00 a. m. to 3:00 p. m. so that those who wish may view the gold display on the mezzanine floor and browse in the exhibit area and numismatic sales room. Souvenir coin sets, Mint medals and publications as well as sundry numismatic items may be purchased.

Conducted tours, starting every 15 minutes, accommodate between 25 and 35 people and take approximately one-half hour to complete. Reservations are not accepted. Admission is free. The tour schedule is as follows:

May 1 to October 1 - 8:00 a. m. to 3:30 p. m.

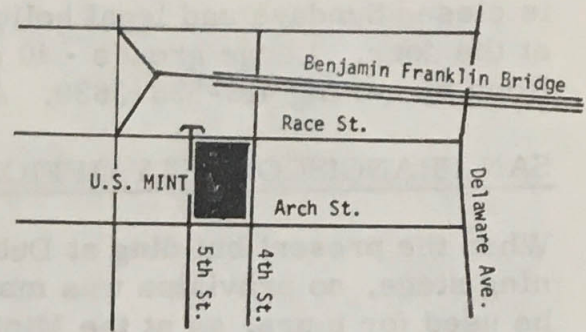
October 1 to May 1 - 8:30 a. m. to 3:00 p. m.

The Mint is closed to visitors Saturdays, Sundays, and holidays.

Restrictions:

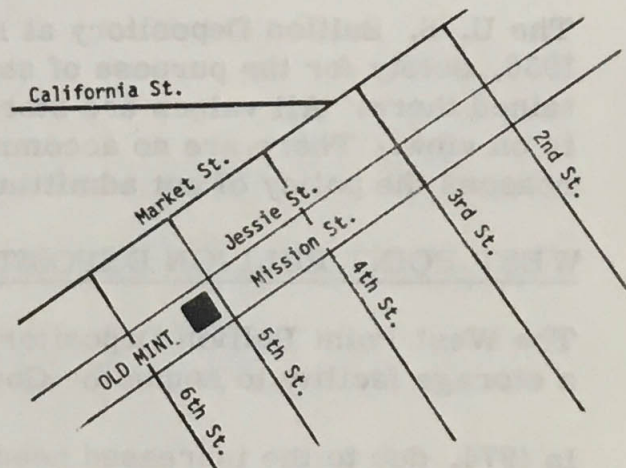
Children under the age of 14 must be accompanied by an adult. Packages, parcels and large handbags are subject to inspection. Special arrangements for handicapped persons may be made by calling the Exhibits and Public Sales Supervisor at 303-837-3331.

PHILADELPHIA MINT



The Philadelphia Mint is on Independence Mall at 5th and Arch Streets. A gallery, designed to accommodate 2500 persons an hour, affords visitors an elevated view of the entire coinage operation, from the melting furnaces to the coin stamping presses. Medal operations may also be observed. Hours are from 8:30 a.m. to 4:00 p.m. daily except Saturdays, Sundays and Federal holidays. No reservations for the audio-visual, self-guided tours are necessary. Admission is free. Walking time on the tour is about one-half hour. The numismatic room on the mezzanine contains historic coins and medals and a variety of other exhibits. In the lobby is a sales counter where mint medals, souvenir coin sets, Mint publications and an assortment of prints produced by the Bureau of Engraving and Printing are available for purchase.

SAN FRANCISCO OLD MINT



In the summer of 1972, the Old San Francisco Mint building at 5th and Mission Streets was declared a national landmark. Administrative offices and the computer center occupy a part of the building. The Mint Museum, which occupies two floors restored in the original Victorian style, features exhibits depicting early California history and the role played by the Mint; a continuous showing of the Mint film "The Granite Lady;" a display of gold bars and nuggets, and a numismatic sales room where souvenir coin sets, Mint medals and publications, and other items may be purchased. The Old Mint is open Tuesdays through Saturdays from 9:00 a.m. to 4:00 p.m., but

is closed Sundays and legal holidays. Tour guides are available on request at the door. Large groups - 10 or more - are requested to make reservations by calling 415-556-3630. Admission is free.

SAN FRANCISCO ASSAY OFFICE

When the present building at Duboce and Hermann Streets was in the planning stage, no provision was made for galleries or corridors which could be used for tours, as at the Mints in Denver and Philadelphia. All existing space is utilized by personnel and heavy equipment. For safety and security reasons, it is not possible or desirable to authorize visits by the public.

NEW YORK ASSAY OFFICE

There are no facilities to accommodate visitors at the New York Assay Office; the building is not open to the public and no tours are conducted. Actually, the NYAO is primarily a receiving, storage, refining and distributing office for precious metals.

FORT KNOX BULLION DEPOSITORY

The U. S. Bullion Depository at Fort Knox, Kentucky, was constructed in 1936, solely for the purpose of storing gold. No operating force is maintained there. All values are stored in sealed compartments and no gold is on view. There are no accommodations for the public. For security reasons the policy of not admitting visitors is strictly enforced.

WEST POINT BULLION DEPOSITORY

The West Point Bullion Depository was constructed in 1938, primarily as a storage facility to house the Government stocks of silver bullion.

In 1974, due to the increased need for coins of all denominations, and particularly the anticipated demand for newly designed Bicentennial coins, the Congress authorized the Secretary of the Treasury to press into service for coin production any facility of the Bureau of the Mint. This permission will remain in effect as long as necessary. West Point was chosen as an auxiliary facility and coinage operations are being performed there. Owing to the size of the building and the need for strict enforcement of security regulations, visitors cannot be accommodated at this institution.



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OFFICE OF
DIRECTOR OF THE MINT

DEPARTMENT OF THE TREASURY

BUREAU OF THE MINT
WASHINGTON, D.C. 20220

PRODUCTION AND DISTRIBUTION OF UNITED STATES PROOF COIN SETS

Old records indicate that during the early days of the Mint, in fact, through 1858, specialized pieces designated as "specimen" or "master coins," were made, but in very limited amounts, and distribution was confined to presentations to foreign governments, visiting dignitaries, and important personages in our own country.

The public sale of proof coins as we know them today apparently commenced around 1858, during the tenure of James Ross Snowden, 9th Director of the Mint, and he is given credit for first using the term "proof." Production was maintained at the United States Mint in Philadelphia on a fairly continuous basis until 1964, when the more important demands made by a Nation-wide coin shortage caused temporary suspension of these activities. When the service was resumed in 1968, the operations were transferred to the U. S. Assay Office in San Francisco.

Following a long-established custom, only those coins currently being manufactured for general circulation are placed in the proof coin sets. Since the coins are San Francisco mintage, they bear the letter "S."

PRODUCTION - The production of proof coins is a unique operation, with special handling being given to both the dies and the blanks. The dies, made solely for the purpose, are first sandblasted, resulting in a frosted appearance and texture to the die surface. The portrait on the die is then covered with tape, the background polished with several grades of diamond polish, and buffed. When the tape is removed, the frosted relief in the design against the polished background gives a beautiful two-toned effect to the die which is transferred to the blanks as they are struck.

The carefully selected coin blanks are burnished with thousands of steel beads and cleaning chemicals to buff out imperfections and polish the surface. The polished blanks are then rinsed, dried and transferred to the press room where a final cleaning and inspection is made. In order to minimize scratches and abrasions, the blanks are hand fed to a slow-

moving press. This slower action assures sharper, more even impressions and makes the designs much more distinct. Each coin is struck twice.

Proof coin manufacture requires the same careful, painstaking finishing operations as do pieces of expensive jewelry. Each coin is reviewed to detect any defects which may have occurred in the manufacturing operations. All imperfect coins are condemned and melted. None are placed in circulation or made available in any manner.

After the reviewing procedures, the coins are placed individually into a plastic insert which is encased in clear plastic, sealed ultrasonically to form the proof coin case. These sealed cases are automatically packaged in individual cardboard containers, placed in the mailing packages, labelled and turned over to the U. S. Postal Service.

DISTRIBUTION - The production of proof coins is physically limited to the capacity of the presses and personnel available for these operations, which is approximately four million sets. Because of these considerations, and the fact that the demand always exceeds the supply, the Mint reserves the right to control the number of sets made available to each recipient so that as wide distribution as possible may be effected.

The coins are sold only in sets, which are made available to customers on a first-come-first-served basis. Orders are accepted in the spring and should be placed with the Bureau of the Mint, 55 Mint Street, San Francisco, California 94175. Mint customers receive advance notice of the sale on computerized cards through the mailing list. However, the opening date is publicized through the news media and letter orders are accepted. Interested persons may also have their names added to the mailing list, if desired.

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OFFICE OF
SUPERINTENDENT

THE DEPARTMENT OF THE TREASURY

UNITED STATES MINT

DENVER, COLO. 80204

SOUVENIR SETS

Souvenir sets are produced only for over-the-counter sale at the four Mint sales areas and cannot be purchased by mail. The sales areas are located at the Philadelphia Mint, the Denver Mint, the San Francisco Old Mint and the Department of the Treasury in Washington, D. C. All souvenir sets are offered for sale as long as the supply remains available.

ANTHONY DOLLAR SOUVENIR SETS These three-piece sets contain one 1980 dollar coin from each of the three Mints where the coins were produced. The price of this set is \$5.00 per set.

DENVER AND PHILADELPHIA SOUVENIR SETS The Denver souvenir sets contain samples of five of the coins produced by the Denver Mint - half dollar, quarter, dime, five and one-cent pieces, and a Denver Mint medal. The Philadelphia souvenir sets contain the same five denominations minted at the Philadelphia Mint as well as a Philadelphia Mint medal. These sets are offered each year. The price is \$4.00 per set.

6/1/80

HOW TO MAKE A DIE (Tour Guide Talk)

All dies are made at the Philadelphia Mint.

Dies are made out of steel, either 52100 or W-1. The reason for the two types of steel is that one type works better for certain dies than the other. The larger dies, such as quarters, halves, dollars, medals, are made out of W-1 material.

Dies come in two basic sizes, dual and single. Dual dies are made out of one size of stock which include cents, nickels, and dimes, and single dies are made out of another for quarters, halves, dollars, and medals.

The cost of dies is approximately \$25.50 each regardless of the denomination.

All dies have a number stamped on the barrel of the die. Each die has a Die Information System card which the Press Room uses to keep track of which press it is in, the number of strikes, and the reason for its removal from the press.

Die life varies from a low on quarters of approximately 250,000 to a high on cents of up to 10 million. The average on cent dies, however, is around 1.6 million. In other words, an average cent die is in a press for 14 days, while an average quarter die is in a press for 1 1/2 days.

The reason why cent dies last longer is the type of material it is stamping, namely copper. A quarter die has a higher relief and stamps a harder material known as cupro-nickel clad.

Die Setters change all of the dies in the presses. Each shift has four Die Setters. Die Setters perform other related mechanical duties on the coin presses. Die changing is a small part of their job. Approximately 25% of their time is spent changing coin dies. The die shop in Philadelphia averages 300 dies per day in a 1 1/2 shift operation.

Each die is made individually.

Dies in process are signed out in lots of 25 to the operator doing that operation on the dies, i.e., stamping mint mark on obverse dies.

It takes 7 to 8 working days to make a die.



DEPARTMENT OF THE TREASURY

BUREAU OF THE MINT
WASHINGTON, D.C. 20220

OFFICE OF
DIRECTOR OF THE MINT

PERCENTAGE COMPOSITION OF METALLIC ELEMENTS ~~PRESENT~~ IN MODERN UNITED STATES COINS

Currently circulating minor coins are the 1-cent and 5-cent coins. Both are a homogeneous alloy. The cent is 95% copper and 5% zinc. The 5-cent piece is 75% copper and 25% nickel.

Prior to the passage of the Coinage Act of 1965, all U. S. circulating silver coins - the dollar, half dollar, quarter and dime - were composed of a silver-copper alloy containing 90% silver and 10% copper.

The Coinage Act of 1965 removed all silver from the dime and quarter. These are now "clad metal" or "bonded" coins. The outside layers are composed of a 75% copper and 25% nickel alloy. The core contains pure copper. The outer layers are bonded to the core, and represent 1/3rd of the total thickness of the coin. If the coin were to be melted, the composition would be 91.67% copper and 8.33% nickel.

The same Act reduced the silver content of the half dollar from 90% to 40%, making it a "clad metal" coin, with outside layers composed of a silver-copper alloy containing 80% silver and 20% copper. The outer layers represent a little less than 1/3rd of the total thickness of the coin. If the coin were to be melted, the resulting metal would be 40% silver and 60% copper.

Coinage legislation approved December 31, 1970, removed all silver from the circulating half dollar and dollar coins. Specifications conformed to those of the cupronickel clad dime and quarter. Since that date no coins produced for circulation have contained silver.

The last of the 90% silver-10% copper dollars were minted in 1935. Dollar coinage was not resumed until 1971, when the Eisenhower design was issued. Also a layered, or bonded piece, the outside is a 75% copper and 25% nickel alloy, with a core of pure copper. Melted down, it would contain 91.67% copper and 8.33% nickel. The Eisenhower dollar, while still an acceptable medium of exchange, is no longer being manufactured. Coinage ceased December 31, 1978.

A new small-size dollar was authorized by P. L. 95-447, approved October 10, 1978. Larger than the quarter but smaller than the half dollar, and bearing the likeness of Susan B. Anthony, it was introduced into the coinage system in July of 1979, replacing the familiar 1-1/2 inch cartwheel. It, too, is cupronickel clad, containing 75% copper and 25% nickel alloy on the outside with a pure copper core. If melted, the Anthony dollar would contain 87.5% copper and 12.5% nickel.



DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220

OFFICE OF
DIRECTOR OF THE MINT

GENERAL INFORMATION

— The following Mint publications may be purchased through the Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402:

— Domestic and Foreign Coins manufactured by Mints of the United States 1793-1976. Presents a complete historical record of the production of domestic coins by United States Mint institutions from 1793 through 1976. The manufacture of foreign coinage by United States Mints for other governments began in 1876. Coinage statistics reflect the years from 1876 through 1976. \$3.00.

— Annual Report of the Director of the Mint. Contains report on operations, functions, and legislation pertaining to the Mint. Includes a special section - The World's Monetary Stocks of Gold, Silver and Coins - giving information on production, specifications and metallic composition of coinage of about 100 foreign countries. Illustrated. \$5.00.

— Medals of the United States Mint issued for Public Sale (Rev. 1972) Historic bronze national medals, illustrated in actual size. Background and biographical data included. \$5.25.

— Our American Coins (Rev. 1974). Brief introduction to U. S. coins for youngsters aged 6 to 16. Descriptions of current coin designs. 60¢.

Note: All prices subject to change due to increased printing costs. Those listed reflect the latest available information.

— The Treasury Department does not sell specimens of foreign coinage manufactured for other governments or recommend possible sources of supply.

— The Treasury Department does not distribute stamps. All inquiries relative thereto should be addressed to the Philatelic Affairs Division, U. S. Postal Service, Washington, D. C. 20260.

— All inquiries relative to paper currency should be addressed to the Director, Bureau of Engraving and Printing, Treasury Department, Washington, D. C. 20226.



_____ No coin boards, or books showing the premium values of coins, are sold by the Government. Neither is it the policy of the Treasury Department to recommend dealers to whom coins could be sold.

_____ The United States Mint does not regulate the business practices of private mints or coin dealers. Inquiries or complaints regarding these firms should be made directly to the company or the appropriate consumer agency.

_____ No copper cents were struck at the U. S. Mints in 1943. Wartime needs for that metal necessitated a change to zinc-coated steel. Investigation of some so-called copper cents of that year has proved them to be zinc-coated steel cents which had been copper-plated after reaching circulation. It is also possible that dates on copper cents of other years have been altered, giving them the appearance of having been produced by the Mints in 1943. The zinc-coated steel cents were not recalled by the Government. They were withdrawn in the usual manner, as they became too worn or mutilated for circulation.

_____ Bureau of the Mint operations are administered by the Director of the Mint and staff from Bureau headquarters in Washington, D. C. Mints are in operation at Philadelphia and Denver. In addition to the assay office functions at San Francisco, coinage operations, discontinued in March of 1935, are now being carried on under authority of the Coinage Act of 1965. Coins also are being produced at the Silver Bullion Depository at West Point, N. Y.

_____ Proof and uncirculated coins manufactured in prior years are not available at the Mint. Back issues are usually obtainable from dealers or collectors, at prices determined by them. The Mint does not recommend dealers or collectors to whom inquiry could be made for this information.

_____ Silver dollars are no longer obtainable in exchange for silver certificates. The deadline for exchanging certificates for silver bullion was June 24, 1968. They are legal tender, however, and continue to function as a medium of exchange at their face value.

_____ REMARKS:

DIE MANUFACTURING

The operation starts when an artist makes a large scale version of the coin in clay. This is converted to a plaster cast which is then placed in an electroplating tank to produce a copper model. This copper model is called a galvano and it is used in a transfer-engraving machine to produce a hub of steel which is the same size as the final coin and has the same image as the galvano.

This hub is cleaned, machined, and hardened. It will be the master from which all other working dies will be made.

The working dies are produced from blanks cut from cold rolled and centerless ground bar stock of 52100 type steel. The blanks are machined to produce a cone point at one end. This point is polished with abrasive papers to a fine finish for commercial dies or to a highly polished finish for proof dies. A code letter is stamped on the body identifying supplier and heat number.

The blanks are placed in a hydraulic press where the master hub is impressed on the cone end using pressures ranging from 60 to 150 tons depending on denomination. The complete image is obtained in two strikes with an annealing and cleaning operation between the strikes.

In the striking process, cleanliness in care of the hubs, cones, and faces of the dies is very important. Therefore, prior to striking, the hub and cone of the blanks are wire brushed and examined. Before the second strike, the faces of the dies are wire brushed and examined through a magnifying lens to detect any dirt or defects in

the face of the die.

After the second strike, they are machined, using engine lathes, to a shape which is within thousandths of an inch of the final dimensions. The dual dies (1¢, 5¢ & 10¢) have one further operation which is the cutting of the backs of the dies to a length allowing .008" for final grinding. This operations is performed in a rotary fixture, holding 20 dies, and mounted on a lathe spindle.

The dies are mint marked manually, and then inspected, cleaned and serialized.

They are then hardened by heating them to 1500°F, soaking 90 minutes and quenching in oil or brine. They are then cleaned and placed in furnaces at 400°F for four hours for tempering. This operation reduces the hardness and increases the toughness.

From the tempering furnaces the dies are dipped in a hydrochloric acid solution, rinsed in water, and scrubbed with pumice soap. They are rinsed and dried.

They are then ground to a final diameter in a centerless grinder, holding the diameter to a tolerance of $\pm .0002$ ". The back of the dies are ground by placing them in a gang fixture in a surface grinder. Overall lengths of dies are held to within $\pm .001$ ".

The dies then have a registration flat ground on the side.

Hardness tests are then made. The acceptable levels on a Rockwell "C" scale are 57 to 59 for 1¢, 5¢, 10¢ & 25¢ denominations, and 60 to 62 for 50¢ & \$1.00.

Cleaning is now performed, and a quality control inspector examines all dies before they are accepted for mint use. They are now ready for packaging and shipping. All condemned dies are destroyed
in a melting furnace.



OFFICE OF
DIRECTOR OF THE MINT

DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220

COINAGE OPERATIONS

United States 5-cent coins are cupronickel pieces composed of 75 percent copper and 25 percent nickel. Our cents are bronze and contain 95 percent copper and 5 percent zinc.

Pure metals, accurately weighed and combined to produce these alloys are melted in electric furnaces to form a homogeneous mass and are semi-continuously cast into coinage ingots.

The ingots are passed several times through rolling mills which reduce them to long strips of the exact thickness or gauge required for the denominations being produced. The strips are fed into high-speed punch presses which cut planchets or blanks of the proper diameter. Both the cupronickel and bronze planchets are softened by annealing in a special type furnace, cleaned and dried.

Planchets for the 5-cent and 1-cent coins are put through an edge-rolling operation which produces a raised rim on them. With a single stroke, the coining press stamps the designs of both the obverse (front) and reverse (back) dies on the planchet.

The dime, quarter, half dollar, and dollar are manufactured from strips composed of three layers of metal bonded together and rolled to the required thickness. This is called "cladding." The face is 75 percent copper and 25 percent nickel and the core is pure copper, which is visible on the edges of the coins.

Initially, all clad material was purchased from outside manufacturers since the Mint did not have the capability of producing clad strip. The Mint has since developed this capacity and now produces a large portion of the clad strip in-house. The three strips to be bonded are softened in large coil annealing furnaces, carefully cleaned, wire brushed, and rolled together under high pressures. The clad strip is then rolled to final blank thickness. From this point forward,



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the manufacturing processes are the same as for the 5-cent and 1-cent coins. The edges of the dimes, quarters, half dollars, and dollars are reeded. This element is also produced as a part of the stamping operation.

All denominations are inspected, then counted and bagged preparatory to shipment to the Federal Reserve banks. Dimes, quarters, half dollars, and dollars are sacked \$1000 per bag for each denomination; nickels are sacked \$200 per bag, and cents, \$50 per bag.

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OFFICE OF
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DATING OF UNITED STATES COINS

Traditionally, all United States coins have been dated the year of their coinage. This policy was interrupted, however, because of the coin shortage, and the speculation in rolls and bags of coins which took place in 1964. As a result, Congress passed legislation so that after the calendar year 1964 coinage was produced, we could still use the 1964 date. Starting in 1965, therefore, all denominations of United States coinage continued to be struck with the 1964 date.

When the Coinage Act of 1965 was passed, it became mandatory that we continue to use the 1964 date on all 90 percent silver coins (halves, quarters and dimes). Therefore, all the 90 percent silver coin which we manufactured in 1964, 1965 and 1966, bears the 1964 date. The last of the 90 percent silver quarters were struck in January 1966, the last of these dimes in February 1966, and the last of these halves in April 1966.

The Coinage Act of 1965 also made it mandatory that the clad coins be dated not earlier than 1965. Therefore, all the clad coins actually made in 1965 bear the 1965 date. All the clad coins made through July 31, 1966, bear the 1965 date. The first clad dime was struck in December 1965, the first clad quarter in August 1966, and the first clad half dollar in December 1966.

In December 1965, the decision was made to change the 1964 date on the nickels and the cents to 1966, as one step in catching up on our normal coin dating. From December 1965 through July 31, 1966, all pennies and nickels struck bear the 1965 date.

All denominations of U. S. coins minted from August 1 through the 31st of December 1966, carried the 1966 date. Normal dating procedures were resumed January 1, 1967, and continued through 1974. Legislation was enacted in 1973 authorizing design changes in the reverses of the dollar, half dollar and quarter in observance of the Nation's Bicentennial, and adoption of a symbolic date (1776-1976) in place of the usual single year designation. The only single-dated coins issued during 1975 and 1976 were the dime, nickel and cent. Commencing January 1, 1977, the Bicentennial designs were retired and both the designs and dating procedures in use prior to the national celebration are now in force.

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Keep Freedom in Your Future With U.S. Savings Bonds

design elements in relief, are still frosted. Once in production, the action of successive coining tends to polish the portrait; the two-toned effect gradually disappears.

Proof coin manufacture requires the same careful, painstaking finishing operations as do pieces of expensive jewelry. Each coin is reviewed to detect any defects which may have occurred in the manufacturing operations. All condemned or otherwise imperfect coins are melted. None are placed in circulation, or made available in any manner.

After the reviewing procedures, the coins are placed individually into a cardboard insert which eventually is encased in clear plastic, sealed ultrasonically to form the proof coin case. These sealed cases are automatically packaged in individual cardboard containers, placed in the mailing packages, labelled and turned over to the U. S. Postal Service.

Distribution. Proof coins are made available on a first-come-first-served basis, and interested persons may place orders with the Bureau of the Mint, 55 Mint Street, San Francisco, California 94175. Production of these pieces is physically limited to the capacity of the presses and personnel available for these operations, which at this time dictates a total of approximately 3.25 million sets.

Because of these considerations, and the fact that the demand always exceeds the supply, the Mint reserves the right to control the number of sets made available to each recipient so that as wide distribution as possible may be effected.



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CLEANING COINS

The Bureau of the Mint receives many questions about the cleaning of coins.

Once a coin has been tarnished, there is no way by which the newly-minted luster can be completely restored. Ordinary pieces, if they are in reasonably good condition, may be freshened by rubbing them with cheesecloth or cotton which has been moistened with a paste consisting of baking soda and a few drops of water.

However, we understand that the condition of a coin plays an important part in any valuation of its worth as a collector's item. The finish could be inadvertently destroyed or seriously affected by the indiscriminate use of a cleaning agent.

If you feel that your pieces are, or could be of numismatic value, you should seek advice from a coin dealer or advanced collector regarding methods currently being employed by them to clean coins.

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WASHINGTON, D.C. 20220

THE USE OF E PLURIBUS UNUM ON UNITED STATES COINAGE

E PLURIBUS UNUM was first used on our coinage in 1795, when the reverse of the half eagle (\$5 gold piece) presented the main features of the Great Seal, on the scroll of which this inscription belongs. The same device was placed on certain of the silver coins in 1798, and so the motto was soon found on all the coins in the precious metals. In 1834, it was dropped from most of the gold coins to mark the change in the standard fineness of the coins. In 1837 it was dropped from the silver coins, marking the era of the Revised Mint Code.

The Act of February 12, 1873 made this inscription a requirement of law upon the coins of the United States. A search will reveal, however, that it does not appear on all coins struck after 1873, and that not until much later were the provisions of this Act followed in their entirety. From facts contained in Mint records it would appear that officials did not consider the provisions of the law mandatory, but rather, discretionary. The motto does appear on all coins currently being manufactured.

The motto as it appears on U. S. coins means "One Out of Many," and doubtless has reference to the unity of the early States. It is said that one Colonel Reed of Uxbridge, Massachusetts, was instrumental in having it placed on the coins.





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WASHINGTON, D.C. 20220

THE USE OF "V" IN THE SPELLING OF TRUST ON CERTAIN COINS, AND FOR OTHER ARTISTIC REASONS

Inquiries are sometimes received as to the reason the letter "V" is used in the spelling of the word trust on certain coins.

In medieval times the letters "U" and "V" were used interchangeably. These letters were not given separate alphabetical listings in English dictionaries until about 1800. In recent times many sculptors have used the "V" in place of "U" for artistic reasons, such as, to represent the permanence, and long-time significance of their work. Artists who design coins may choose to spell "Trust" with a "V". All of the dollars of the "Peace Dollar" design have this characteristic. From 1921 through 1935 the United States Mints made more than 190 million dollars of this type.

It will be noted that sometimes the "V" is similarly used in wording on public buildings.





DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220

OFFICE OF
DIRECTOR OF THE MINTCOMMEMORATIVE COINS

Private groups have long followed the custom of applying to the Congress for permission to raise money for, and to defray expenses connected with, various types of state and national celebrations through the sale of commemorative coins. Such coins must be authorized by special legislation, and in order to become law the bills must be passed by both the House and the Senate and be signed by the President. The Treasury Department does not handle distribution of these coins. They are manufactured by the Mints but are turned over at face value to the agency designated in the act of Congress to receive them. The Government exercises no control beyond this point, either over the distribution or the price asked for the coins.

It is not until the bills have been signed by the President, and the sponsoring agency communicates with the Office of the Director of the Mint to work out the details of the coinage, that we are in possession of the address where interested collectors may write for coins.

The Department is not in a position to supply information relative to pending legislation. Until measures have been enacted into law they are subject to change. It is suggested that you watch your daily papers for news on such bills, and after they have passed both House and Senate and have received the President's signature, if the agency address still is not listed in the papers, then make inquiry of this office.

No commemorative coins have been authorized since 1951 and none have been minted since 1954.

No mailing list is maintained by the Treasury Department covering the issuance of commemorative coins.

Commemorative coins are not sold by the Mint. At the present time there are no sponsoring agencies (as designated by Congress) in operation; therefore, commemorative coins must be obtained from collectors, dealers, or elsewhere.



DENVER MINT HISTORY

On April 21, 1862 - 117 years ago - Congress adopted legislation providing for the establishment of a federal branch mint at Denver, Colo. Although the Denver Mint is now one of the world's premier coining facilities, its beginning was less than auspicious, and it did not issue a coin until 1906.

The California gold rush inspired an intensive hunt for the wonder metal in other parts of the West. From Canada to the Mexican border and from the Pacific to the Rockies, adventurers of every degree of virtue and rascality engaged in an uninhibited scramble for sudden wealth. In 1859, a substantial gold strike was made at Central City, Colo., about 40 miles west of Denver. It produced \$65,000,000 in gold by the 1870s and transformed Denver from a drowsy collection of ramshackle cabins into a booming mining camp with an urgent need for coined money to alleviate the nuisance of employing gold dust and small nuggets in ordinary transactions.

Clark, Gruber & Co., a Leavenworth, Kan., banking firm composed of Austin M. and Milton E. Clark, brothers, and E.H. Gruber, tired of paying the express companies enormous sums to transport Colorado gold to Leavenworth, and decided to relocate in the heart of the gold country. They purchased a property in Denver at Sixteenth and Blake Streets and in 1860 erected an ornate building wherein they conducted a banking business and, with dies and coin presses obtained from Boston, minted and placed circulation large quantities of privately issued \$2.50, \$5, \$10, and \$20 gold pieces which the people accepted at par.

In the fall of 1861, the Treasury Department, concerned about the propriety of the coinage of money by a private firm, suggested to the President that existing coinage laws be amended to prohibit private coinage, and that a federal branch mint be established in Denver. A bill embodying these suggestions became law on April 21 of the following year. A few months later, the government purchased the plant of Clark, Gruber & Co. for \$25,000 with the idea of converting it to government use.

On March 3, 1863, before the acquired facility could be adapted to coinage purpose, Congress reacted to the fabulous silver production of Nevada's legendary Comstock Lode by establishing a federal branch mint at Carson City, Nevada, and depriving the Denver facility of the authority to coin money.

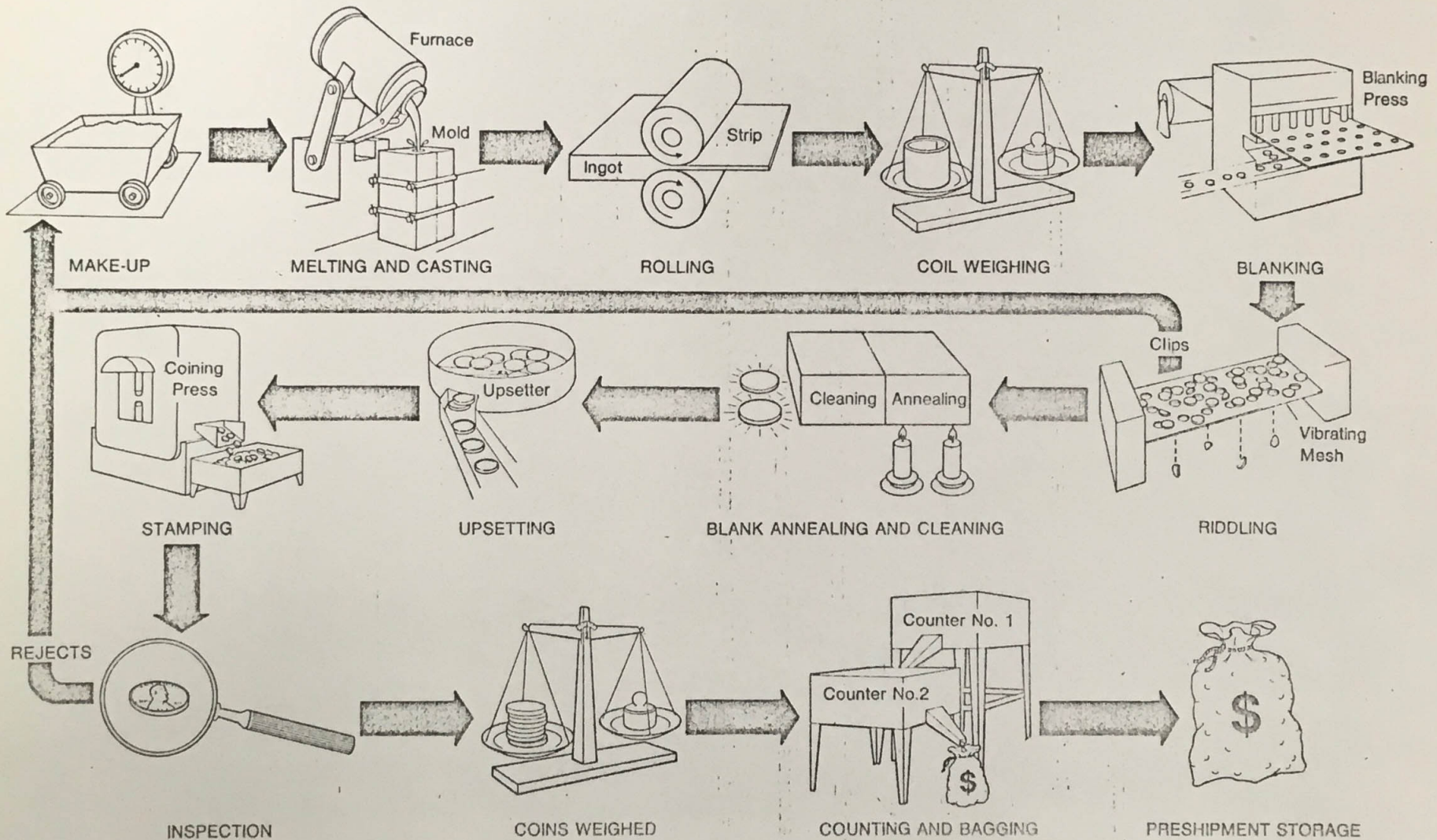
The Denver Mint opened its doors in September, 1863, as an Assay Office, its activities restricted to assaying bullion brought in by the miners, and casting it into bars on which were stamped the fineness and weight of the bar and a device bearing the American eagle and the words "U.S. Branch Mint, Denver." It continued to operate as an Assay Office until a new Mint building, located at West Colfax and Evans Streets, began striking coins in 1906. During its first year of operation, the new Denver Mint issued \$3.2 million worth of silver subsidiary coins and gold coins valued at \$23.8 million.

The Denver Mint building was enlarged and modernized in 1937, and further enlarged by a three-story addition in 1945. A new and larger building designed to produce in excess of 10 billion coins annually was proposed in 1970, but failed to win Congressional approval.

Current values of the first coins to bear the "D" mintmark of the Denver Mint are: dime, \$1.25 in G-4 to \$465 in MS-65; quarter dollar, \$3.25 in G-4 to \$450 in MS-65; half dollar, \$3.50 in G-4 to \$800 in MS-65; half eagle, \$80 in F-12 to \$170 in MS-60; eagle, \$110 in F-12 to \$215 in MS-60, and double eagle, \$235 in F-12 to \$375 in MS-60.

TREASURY DEPARTMENT — BUREAU OF THE MINT

U.S. Mint Coinage Manufacturing Processes for Cents and Nickels



INFORMATION REGARDING TOURS OF THE DENVER MINT

Mint tours are on a first-come, first-served basis. There are no provisions for reservations.

GENERAL

The Mint is open for tours all year with the exception of the last two weeks in June (usually extending through July 4) when there is an official shutdown of coinage operations for inventory -- or, "Settlement," as it is called within the Mint. The Bureau of the Mint is required by law to conduct an annual settlement in all of the field offices. Settlement of accounts occurs in June each year, with resumption of operations on the first work day after July 4. The dates for this inventory and/or settlement vary slightly from year to year, therefore, an inquiry is recommended. The Mint is closed to visitors on Saturdays, Sundays and holidays.

All tours are conducted, and there is no charge. A tour takes approximately one-half hour. We are equipped to take 25 to 35 people approx. - every 15 minutes.

RESTRICTIONS

Children under the age of 14 must be accompanied by an adult. Packages, parcels and large hand bags are subject to inspection before visitors are admitted.

SCHEDULES

Following are the hours that visitors are admitted (second gate on Cherokee Street) for tours:

Summer hours: May 30 to September 1
 8 a.m. to 3 p.m.

Remainder of year: 8:30 a.m. to 3:00 p.m.

Special arrangements will be made for tours for handicapped persons. Please contact Visual Information Supervisor at 837-3331.

In order not to disappoint those wishing to visit the Mint during the inventory shutdown period, we allow the public to view a gold display on the mezzanine floor; this may be done between 8 a.m. and 3 p.m. The Numismatic Sales Room is also open to the public during visiting hours.

*As of this date, settlement has not been scheduled for 1980.

THE UNITED STATES MINT AT DENVER, COLORADO

Evelyn T. Davidson
Superintendent

320 W. Colfax Avenue,
Denver, Colo. 80204

THE EARLY DAYS

Established by Act of Congress, April 21, 1862, the Denver Mint opened for business in 1863 as a U.S. Assay Office.

Operations began in the facilities of Clark, Gruber & Company, a private mint then located at 16th and Market Streets and acquired by the government for \$25,000.

However, unlike Clark, Gruber and Company, which purchased gold from the miners and manufactured gold coins, the Denver plant performed no coinage functions and hence could not assume the status of a branch mint for the coinage of gold as first intended. One reason given by the Director of the Mint for the lack of coinage operations at Denver was "the hostility of the Indian tribes along the routes, doubtless instigated by rebel emissaries (there being a Civil War) and bad white men."

Gold dust and nuggets brought in by the miners from the surrounding area were accepted by the Assay Office for melting, assaying and stamping of cast gold bars. The bars were then returned to the depositors as unparted bars stamped with the weight and fineness of the gold.

Most of the gold came from the rich beds of placer gold appearing in the streams and first discovered in 1858, the year Denver was founded. This source of gold was largely exhausted by 1867, and the miners then turned to lode mining and uncovered veins of ores having a high percentage of gold and silver.

By 1895, the aggregate value of gold and silver deposited annually at the Assay Office was in excess of \$5.6 million.

During its early years as a private mint and then as a U.S. Assay Office, the Denver plant was the city's most substantial structure and was a refuge for women and children when Indian raids threatened. By 1877, however, the structure was reported to be so dilapidated as to be considered unsafe and it continued to deteriorate as the years rolled by.

COINAGE BEGINS

On February 20, 1895, hopes revived for branch mint status when the Congress provided for the establishment of a mint at Denver for the coinage of gold and silver.

The site for the new mint at West Colfax and Delaware Street was purchased for about \$60,000 on April 22, 1896 and construction began the following year. Insufficient appropriations to complete and equip the plant delayed the transfer of assay operations to the new building until September 1, 1904. Then, in February of 1906, the Denver facility advanced to the status of a branch mint when coinage operations began.

During the first year of operation, the Denver Mint turned out gold coin valued at \$23.8 million and silver coin valued at \$3.2 million. Coinage of one-cent pieces began in 1911 and that year 12.6 million pieces were minted.

In 1906, a total of 167,371,035 coins were manufactured. Today's annual production figure is some 5 billion coins.

Currently, operations at the Denver Mint are concentrated upon the blanking function and the actual stamping of coins. Private contractors supply the prefabricated coins of metal from which the coin blanks are punched,

It takes approximately 40 tons of pressure to stamp a cent or a dime; 80 tons of pressure for a quarter; 60 tons for a nickel; 110 tons for a 50-cent piece, and 150 tons for a dollar coin.

The Denver Mint's entire production of coins is distributed through the Federal Reserve Banks in accordance with shipping orders from the Bureau of the Mint in Washington, D. C. The Federal Reserve Banks, in turn, distribute the coins to their member banks.

VISITORS ARE WELCOME

The architecture of the Denver Mint is Gothic Renaissance. When viewed from the street, the structure gives the impression of being two stories high. Actually, there are five floors.

The stone facing of the building is Colorado granite. The Arkins granite above that (which required large slabs) was procured in Maine. Tennessee marble forms the window trimmings and Vermont marble was used on the interior finish.

Inside, three mural paintings representing Commerce, Mining and Manufacturing adorn the area above the cornice in the main vestibule. They are the work of Vincent Adriente, who worked under the supervision of the celebrated mural artist Edwin Howland Blashfield of New York City. The main corridors on the first floor, the mezzanine and the second floor are also richly decorated and were done under the direction of John Gibson, of an old Philadelphia firm.

To meet the growing demand for coins, the building was expanded in 1936. In 1946 and 1965, new wings were added.

The Great Seal of the United States, in the form of a large metal casting, was originally placed in the floor of the vestibule. By the summer of 1961, the seal had worn so smooth it was replaced in mosaic. The original metal seal now hangs in the Numismatic Sales Room.

At the Denver Mint, the visitor may view a display of gold bars which is worth \$4,933,684.00 at the average world market price of \$169.32 per troy ounce. The average gold bar on display weighs approximately 27½ pounds. The Bureau of the Mint, including all field offices, discontinued the purchase and sale of gold as of the close of business March 15, 1968.

Souvenir coin sets, the National Medals of the United States and other numismatic items are on sale in the Numismatic Sales Room.

Because tour hours are subject to change without notice, please call (Area Code 303) 837-3582 when you arrive in Denver and wish to check on visiting hours at the Denver Mint.



DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220

OFFICE OF
DIRECTOR OF THE MINT

MINTS OF THE UNITED STATES

PHILADELPHIA MINT - authorized by Act of April 2 1792; first regular coinage, 1793; Mint still in operation.

DENVER MINT - authorized by Act of April 21, 1862; operated as an assay office until 1906; coinage operations commenced 1906; Mint still in operation.

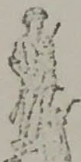
SAN FRANCISCO, CALIF. - authorized by Act of July 3, 1852; first coinage 1854; coinage operations were suspended in March of 1955, but the plant continued to operate as an assay office. Public Law 87-534, passed July 11, 1962, changed the official designation from "Mint to "Assay Office." Coinage operations are now authorized in San Francisco under authority of the Coinage Act of 1965, approved July 23, 1965. The Bureau of the Mint also maintains the Old San Francisco Mint (1874-1937), which in 1972 was designated a National Historic Landmark. It was restored by the Bureau of the Mint and now houses the Mint's computer data center and Mint Museum.

CHARLOTTE, N. C. - authorized by Act of March 3, 1835; coinage operations conducted there from 1838 through May 20, 1861; they were discontinued due to the Civil War and never resumed; the plant was reopened in 1868 as an assay office and these operations ceased June 30, 1913, when the plant was closed.

DAHLONEGA, GA. - authorized by Act of March 3, 1835; first coinage 1838; coinage suspended in 1861 and never resumed; building passed out of Government possession in 1871.

CARSON CITY, NEV. - authorized by Act of March 3, 1863; coinage operations from 1870 through 1893; operated as an assay office until 1933, when it was closed.

NEW ORLEANS, LA. - authorized by Act of March 3, 1835; first coinage in 1838; operations suspended from 1861 to 1879 but assay functions performed from 1876; coinage resumed in 1879 and continued until 1909; operated as an assay office from 1909 to 1942, when it was closed.



BULLION DEPOSITORIES OF THE UNITED STATES

U. S. BULLION DEPOSITORY, Fort Knox, Kentucky. The site for this installation was formerly a part of the Fort Knox military reservation that was deeded to the Treasury Department. The Depository, completed in 1936, is a principal storage place for United States stocks of gold bullion.

U. S. BULLION DEPOSITORY, West Point, New York. This structure, completed and occupied in 1938, is situated on a 4-acre tract of land formerly a part of the West Point military reservation which was deeded to the Treasury Department. It is operated as an adjunct of the New York Assay Office. A large portion of the Government's silver stock is stored here. Coinage operations are carried on at this installation on a limited basis, as needed.

ASSAY OFFICES OF THE UNITED STATES

U. S. Assay Office, St. Louis, Mo., authorized by Act of February 1, 1881; opened July 1, 1881; closed June 30, 1911.

U. S. Assay Office, Helena, Mont., authorized by Act of May 12, 1874; commenced operations January 15, 1877; closed June 30, 1933.

U. S. Assay Office, Salt Lake City, Utah, authorized by Act of May 30, 1908; opened February 1, 1909; closed June 30, 1933.

U. S. Assay Office, Deadwood, S. Dak., established by Acts of June 11, 1896 and February 19, 1897; opened April 20, 1898; closed June 30, 1927.

U. S. Assay Office, Boise, Idaho, established by Act of February 19, 1869; first deposits received in March of 1872; closed June 30, 1933.

U. S. Assay Office, New York, N. Y., authorized by Act of March 3, 1853; opened in 1854 and is still in operation.

U. S. Assay Office, Seattle, Washington, authorized by Act of May 21, 1898; closed March 31, 1955.



DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220

OFFICE OF
DIRECTOR OF THE MINT

BUREAU OF THE MINT

The Act of April 2, 1792, which provided for gold, silver and copper coinage, also created the first U.S. Mint in the City of Philadelphia, then the Nation's capital. President Washington placed the operation under the supervision of the Secretary of State, where it remained until 1799, when the Mint became an independent agency reporting directly to the President. Subsequent legislation set up branch mints and assay offices and authorized public depository functions in these establishments. The Coinage Act of 1873 put all mint and assay office activities under the newly-organized Bureau of the Mint in the Department of the Treasury.

The Director of the Mint is appointed by the President, with the advice and consent of the Senate. The Director is responsible for coinage production and the distribution of coins to and among the Federal Reserve banks and branches, which in turn release them, as required, to commercial banks. In addition, the Mint maintains physical custody of Treasury stocks of gold and silver; refines and processes gold and silver bullion, and moves, places into storage and releases these metals from custody for such purposes as authorized. It also manufactures coinage dies and platinum assay utensils and performs special assays of bullion and ores submitted for analyses. On a reimbursable basis, the Mint manufactures and sells medals of a national character, manufactures coinage for foreign governments, and produces proof and uncirculated coin sets for sale to the public.

The Director administers the Philadelphia and Denver Mints, the assay offices at New York and San Francisco, and two depositories for the storage of precious metals, one at Fort Knox, KY, for gold bullion and the other at West Point, NY, for silver bullion. The Bureau also maintains the restored Old San Francisco Mint, which houses the Mint's computer data center and the Mint Museum. Mint service activities are administered by the Director of the Mint and staff from Bureau Headquarters in Washington, D.C.

The Director of the Mint reports annually to the Secretary of the Treasury on Mint operations for the fiscal year. The report includes supporting exhibits and statistical tables covering coin production, inventories, stocks, and distribution; as well as national medals and foreign coinage produced by U.S. Mints. The last section of the report, which is illustrated, presents data on the production, specifications, and metallic composition of the coinage of about 100 foreign countries.



Keep Freedom in Your Future With U.S. Savings Bonds

The Department of the Treasury
BUREAU OF ENGRAVING AND PRINTING
Washington, D.C. 20228

TOUR FACILITIES

The Bureau of Engraving and Printing is charged with the responsibility for the production of most all major items of a financial character issued by the United States, two of the most prominent of which are our Government's paper money and postage stamps. Tour facilities are available for the public to view the various operations in the manufacture of currency notes.

LOCATION

The Bureau is located in Washington, D.C. at 14th and "C" Streets, SW., just south of the Washington Monument and in the vicinity of the Smithsonian Building and the National Museum. It is easily accessible by public transportation and is within walking distance of the downtown hotels and shopping area.

TOUR HOURS

The tour facilities are open each day, Monday through Friday (except legal holidays) from 8 a.m. to 2:00 p.m. The complete tour requires approximately 25 minutes.

TOUR PROCEDURE

The tour entrance is in the Main Bureau Building, on the west side of 14th Street. Guards stationed at the building entrance will direct visitors to the escalator leading to the tour area. The tour is made on a self-guided basis and the operations are described by taped recordings through speakers located at strategic viewing points throughout the visiting area. The tour gallery is situated on one level; consequently, there is no riding in elevators or steps to climb. Exit from the tour is on the 15th Street side of the building. Because of security reasons, the touring public is not permitted to pass through the Bureau at ground level from one side of the building to the other.

NO CHARGE OR RESERVATIONS

The Bureau tour is free. No passes or permits are required and there are no special reservations made for individuals or groups, except during the summer when tickets are given out on a first-come, first-serve basis.

PARKING AND EATING FACILITIES

Sightseeing buses discharge passengers at the 14th Street entrance and re-load at the 15th Street exit point. There are no public parking facilities on the premises; however, there are commercial parking lots and limited visitor street parking in the vicinity. Likewise, there are no public eating facilities in the Bureau but such facilities do exist in several nearby Government buildings.

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(8/74)



OFFICE OF
DIRECTOR OF THE MINT

DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

SECTION VI

INFORMATION SHEETS

EXAMINATION OF COINS

An opinion cannot be given concerning the authenticity of your coin without examining it. You may, if you wish, send it here for inspection by the Technical Staff.

However, if any coin submitted to this office is found to be counterfeit, or otherwise in contravention of the law, it will not be returned. Such pieces are delivered to the Director of the United States Secret Service, Washington, D. C., for appropriate action.

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Keep Freedom in Your Future With U.S. Savings Bonds

BM-23
'77)



DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220

OFFICE OF
DIRECTOR OF THE MINT

LEGAL TENDER PROPERTIES OF UNITED STATES COINS

In the Coinage Act of 1873, Congress made minor coins legal tender for any amount not exceeding 25 cents in any one payment. The Act of June 9, 1879 made subsidiary silver coins of smaller denominations than \$1.00 legal tender in sums not exceeding \$10.00 "...in full payment of all dues public and private."

Under the above laws, now codified in 31 U.S.C. 459 and 460, pennies and nickels are legal tender for debts not exceeding 25 cents, and dimes, quarters, and half dollars are legal tender for debts not exceeding \$10.00.

The most recent law dealing with legal tender is Section 102 of the Coinage Act of 1965, 79 Stat. 255, 31 U.S.C. 392 (re-enacting a similar provision in effect since 1933), which provides:

"All coins and currencies of the United States (including Federal Reserve notes and circulating notes of Federal Reserve banks and national banking associations), regardless of when coined or issued, shall be legal tender for all debts, public and private, public charges, taxes, duties, and dues."

It is not entirely clear whether the 1965 amendment has by implication modified or repealed the provisions of the 1873 and 1879 Acts limiting the use of coins as legal tender for debts. The 1965 statute makes all coins legal tender, but it does not expressly make all coins unlimited legal tender for debts. Rules of statutory interpretation indicate that the Acts of 1873 and 1879 are still in force, and the 1965 Act is in force. When a statute deals with a subject in general terms while another deals with part of the same subject in a more detailed way, if there is a conflict between the two, the more specific statute will prevail regardless of whether it was enacted before or after the general statute. Until the effects of the 1965 Act on the earlier statutes are interpreted by a court of competent jurisdiction, the Department cannot render a definitive ruling on this subject.

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Keep Freedom in Your Future With U.S. Savings Bonds



OFFICE OF
DIRECTOR OF THE MINT

THE DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

PRODUCTION AND DISTRIBUTION OF UNITED STATES
PROOF COIN SETS

Old records indicate that during the early days of the Mint, in fact, through 1858, specialized pieces designated as "specimen" or "master coins," were made, but in very limited amounts, and distribution was confined to presentations to foreign governments, visiting dignitaries, and important personages in our own country.

The public sale of proof coins as we know them today apparently commenced around 1858, during the tenure of James Ross Snowden, 9th Director of the Mint, and he is given credit for first using the term "proof." Production was maintained at the United States Mint in Philadelphia on a fairly continuous basis until 1964, when the more important demands made by a Nation-wide coin shortage caused temporary suspension of these activities. When the service was resumed, in 1968, the operations were transferred to the U. S. Assay Office in San Francisco.

Following a long-established custom, only those coins currently being manufactured for general circulation are placed in the proof coin sets. Since the coins are San Francisco mintage, they bear the letter "S".

Production. These sets contain pieces made from carefully selected coin blanks that have been highly polished before being fed to the presses. The dies, made solely for this purpose, are also highly polished, and are buffed during use. In order to minimize scratches and abrasions, the coins are hand-fed to a slow-moving press. This slower action assures sharper, more even impressions and makes the designs much more distinct. Each coin is struck twice. For the most part, the finish on modern-day proofs is mirror-like. After heat treating, each coinage die has a frosted appearance and texture throughout its entire surface. The field, or background, is then highly polished to a mirror finish. The portrait, and all other



Keep Freedom in Your Future With U.S. Savings Bonds



DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220

OFFICE OF
DIRECTOR OF THE MINT

POLICY REGARDING COINS AVAILABLE AT THE MINT, AND THE PURCHASE, SALE AND VALUATION OF OLD AND RARE COINS

As a special service, the Mint offers current proof and uncirculated coin sets, and other numismatic items to the public.

When regular coins are needed for normal exchange purposes, they are released by the Mints only to the Federal Reserve banks and branches, and to the Bureau of Government Financial Operations, Treasury Department, Washington, D. C., which distribute them to the commercial banks of the Nation. Neither of these sources issues coins for circulation directly to the public.

Persons desiring coins struck and issued by the Mints in previous years; old or rare coins for collections; pieces of specific date or design, including commemorative coins; or coins in bulk lots (such as selective rolls and bags), may be able to secure them from banks, collectors or coin dealers. These items are not available through Government sources. The manufacture and issuance of gold coins by the United States Government is prohibited by the Gold Reserve Act of January 30, 1934.

The Bureau of the Mint pays no premium upon coins or currency of any issue. It does not undertake to determine whether specific coins have special value as collector's items or to decide questions of numismatics, whether referring to coins or currency of the United States or of foreign countries.

The Bureau of the Mint does not recommend coin dealers or collectors to whom inquiry could be made regarding the sale, purchase or valuation of coins. It is suggested that you consult the Yellow Pages of your telephone directory for the names of dealers or collectors in your area.

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Keep Freedom in Your Future With U.S. Savings Bonds

TOUR GUIDE ASSIGNMENT

POST ASSIGNMENTS WILL BE ROTATED DAILY

Post

#1	Historical Room	()	
#2	Press Room	()	1st Break
#3	Count & Review	()	
#4	Gold Hall	()	
#5	Grand Hallway	()	1st Break
#6	Sales Room			

Morning Relief Periods 9:30 - 10:15 A.M.

Lunch Periods 11:30 - 1:00 P.M.

The afternoon relief period will take place at the end of the days tours.

PROCEDURE:

Posts 2 & 5 will take their breaks at 9:30 A.M. and relieve posts 1 & 3 at 9:45 A.M.

The Guides from posts 1 & 3 will then relieve posts 4 & 6 at 10:00 A.M. By 10:15 all posts will be active.

The last tour guide will break at 10:00 A.M.

This procedure will apply to lunch periods. Lunch begins at 11:30 A.M.

TOURS:

Mint tours are conducted by the Tour Guides. It is their responsibility to see that tourist hardship and/or frustration does not occur. Due to limited space in some areas, tour groups will be limited to 35 visitors to a group, unless otherwise instructed by the Supervisor.

Tour guides will regulate tours not to exceed 15 minutes, depending on staffing, through lunch and break periods.

Any complaints should be directed to the Public Service Staff Supervisor, 837-3331.

Stores Check-Out Authorization:

The below named personnel are authorized to withdraw supply items for the Exhibits and Public Sales Division.

Shirley Toeckes
Fritz Mason
Vince Robinson

TYPICAL QUESTIONS ASKED BY VISITORS

I. General

1. Who is the Superintendent of the Denver Mint?

--- ~~Mrs. Evelyn T. Davidson~~ *Mrs. Nora W. Hussey*

2. Who is the Director of the Mint?

--- ~~Mrs. Stella B. Hackett~~ *Mrs. Donna Pope*

II. Pertaining to Coins and Coining Processes

3. What are the percentage breakdown of metals in United States Coins?

--- Penny:	95% copper	---	5% Zinc
--- Nickel:	75% copper	25% nickel	
--- Dime	91 2/3% copper	8 1/3% nickel	
--- Quarter:	91 2/3% copper	8 1/3% nickel	
--- Half Dollar	91 2/3% copper	8 1/3% nickel	
--- Dollar	87 1/2% copper	12 1/3% nickel	

4. Where do the coils come from?

--- The coils are furnished by private metal companies, such as; Anaconda Corporation; Bridgeport Corporation; Chase Metals Corporation; Olin Corporation; and Revere Corporation.

5. How much do the coils weigh, and what is their length?

--- 1¢ = 4,000 to 7,000 lbs. and 1,414 to 2,475 ft. long

6. How many blanks can be cut from each coil?

--- 1¢ = 584,000; approx. 70 percent of metal is recovered as blanks.

7. How is the strip layered?

--- The three strips to be bonded are softened in large coil annealing furnaces, carefully cleaned, wire brushed and are rolled together under high pressures. The clad strip is then rolled to final blank thickness.

8. What is meant by "annealing"?

--- Process of annealing includes heating blanks to 1400°F followed by quenching in water; it is used to soften work-hardened blanks.

9. What does milling mean?

--- Milling is the process through which planchets for the coins are put through an edge rolling operation which produces a raised rim on them. (Planchet is a synonym for blank.)

10. Why do we have reeds on the coins?

--- To prevent removal of metal and to make them more difficult to counterfeit.

11. How long do the dies last?

--- 1¢ - about 3 days of 1½ million strikes. Sometimes up to 6 months.

12. How many coins are stamped at one time?

--- 1¢	= 4 at a time
--- Nickel	= 4 at a time
--- Dime	= 4 at a time
--- Quarter	= 2 at a time
--- Half Dollar	= 2 at a time
--- Dollar	= 2 at a time

13. Why is oil sprayed on the blanks?

--- to reduce die and collar wear.

14. What is done with the webbing after blanks are cut?

--- It is chopped into small pieces and returned to strip manufacturer.

15. How many blanks do the hoppers on the top of the stamping presses hold?

--- 1¢ = 115,000

16. What percent of coins are misstruck?

--- 1¢ = 0.65% (65 hundredths of a percent)

17. What is done with the misstruck coins?

--- They are melted into bars and returned to strip manufacturers.

18. Are both sides of the coin stamped at the same time?

--- Yes. Both sides of the blank are struck simultaneously, two coins per stroke in some presses and four per stroke in others.

19. Where are blanking and stamping presses manufactured?

--- Bliss presses are manufactured in Hastings, Mich.

20. Why does penny production take precedence over production of other denominations?

--- There is more demand for pennies.

21. When are coins stamped with the new year?

--- Sometime during the year appearing on the die, but usually January 2 or during the first week of January.

22. What do the coin press operators look for through the magnifying glass?

--- Coin defects and indications of die wear on the coins.

23. Why is coin production so high?

--- The Bureau of the Mint sets coin production standards. However, they base their standards on public demand.

24. How many coins of each denomination go into the bags?

--- 5,000 cent	per bag	\$ 50.00
--- 4,000 nickels	per bag	\$ 200.00
--- 10,000 dimes	per bag	\$ 1,000.00
--- 4,000 quarters	per bag	\$ 1,000.00
--- 2,000 half dollars	per bag	\$ 1,000.00
--- 2,000 dollars	per bag	\$ 2,000.00

25. How much do the bags weigh?

--- 35 to 50 lbs., depending upon the denomination of coin.

26. How many bags on a pallet?

--- Metal Pallet = 80 bags cents.

--- Wooden pallet - 40 bags dimes.

27. How much do the pallets weigh?

--- Empty metal pallets = average of 145 lbs.

--- Empty wooden pallets - average of 30 lbs.

--- Metal Pallet with full load (80 bags) cents = 2800 lbs.

--- Wooden Pallet with full load (40 bags) dimes = 1400 lbs.

28. How many coins in one of the little hoppers (by the coin presses)?

--- 1¢ = 55,000

29. How many blanks in the big gondolas?

--- 1¢ = 610,000

30. How many coins/blanks does a press produce per minute?

--- 1¢ = 450 coins (stamping press)

--- 1¢ = 3800 blanks (blanking press) on small die setups. 6000 on large

31. Where do the coins go after they leave the Counting and Reviewing area?

--- to Cashier's representatives who place them in vaults.

32. How are the coins shipped to the Federal Reserve Banks?

--- by armored trucks and private carriers.

33. How many Federal Reserve Banks are there?

--- 12 banks and 24 Branches (one of which is located in Denver at 16th and Arapahoe.

34. Where do the coins go after they leave the Federal Reserve Banks?

--- to the commercial banking systems.

35. How is money put into circulation?

--- Through the commercial banking system.

36. How long do coins last?

--- approximately 15 years.

37. What happens to the old coins?

--- worn and unfit coins are withdrawn from circulation by Federal Reserve Banks and returned to the New York Assay Office where they are melted down and the metal reused.

38. What is done with the excess metal (from which coins are made)?

--- it is returned to strip manufacturers.

39. Are coins counted by weigh or number?

--- by number

40. Who regulated the production of coins at the Mint?

--- the Office of Production, Bureau of the Mint, Washington, D.C.

Mint
press
whole

41. Do the machine operators experience hearing loss?

--- yes.

42. For which countries do we produce coins?

--- see attachment.

III. WEIGHT CONVERSIONS

1. All Gold & Silver based on troy weight system.

--- 12 Troy Ounces = 1 Troy Pound

14.58 Troy Ounces = 1 Avoirdupois Pound

400 Troy Ounces = 33.33 Troy Pounds

(Bar) = 27.43 Avoirdupois Pounds

1000 Troy Ounces = 83.33 Troy Pounds

(Bar) = 68.57 Avoirdupois Pounds

2. How many (gold) bars are on display?

--- 6

3. What are their weights?

--- Gold = 28 1/2 lbs./bar

--- 400 Troy ozs.

4. What is the purity?

--- Gold = 99.5%

5. What are the numbers and seals on the bars?

--- Number = assay, date, melt number, bar number, weight

--- Seals = institution casting the bar.

6. What is a troy ounce?

--- Troy weight is a system of units of weight in which the grain is the same as in the avoirdupois system and the pound contains 12 ounces, 240 pennyweights, or 5,760 grains.

OR: 12 troy oz = 1 troy pound

OR: 14.58 1/3 troy ounce = 1 pound avoirdupois

7. Does the gold stored at the Denver Mint serve any useful purpose?

--- yes --- we are one of three main gold depositories for the United States; the others are at Fort Knox and at the New York Assay Office. It is a part of our country's gold reserves, and is available for international trade or sale when needed.

8. Do we do melting here at the Denver Mint, and if so, what do we melt?

--- yes --- we melt scrapped blanks and coins, and miscellaneous metal scrap.

9. What is the gold worth (on today's market) which is on display?

TABLE 29.—Summary of foreign coinage by the U.S. mints, by country, through Dec. 31, 1977

Country	Number of pieces produced	Country	Number of pieces produced
Argentina (blanks).....	64,058,334	Honduras.....	115,929,500
Australia.....	168,000,000	Indo-China.....	135,270,000
Belgian Congo.....	25,000,000	Israel.....	91,000
Belgium.....	25,000,000	Korea.....	295,000,000
Bolivia.....	30,000,000	Liberia.....	56,744,679
Brazil (blanks).....	406,249,266	Mexico.....	91,076,840
Canada.....	85,170,000	Mexico (blanks).....	175,714,411
China.....	39,720,096	Nepal.....	195,608
China, Republic of (Taiwan).....	428,172,000	Netherlands.....	562,500,000
Colombia.....	133,461,872	Neth. E. Indies.....	1,716,368,000
Costa Rica.....	131,798,820	Nicaragua.....	26,080,000
Cuba.....	496,559,888	Panama (Republic).....	152,838,428
Curacao.....	12,000,000	Peru.....	761,067,479
Dominican Republic.....	53,920,207	Philippines.....	3,483,718,169
Ecuador.....	214,451,060	Poland.....	6,000,000
El Salvador.....	226,695,351	Saudi Arabia.....	124,712,574
Ethiopia.....	375,433,730	Siam (Thailand).....	20,000,000
Fiji.....	4,800,000	Surinam (Netherlands Guiana).....	21,195,000
France.....	50,000,000	Syria.....	7,350,000
Greenland.....	100,000	Venezuela.....	306,762,944
Guatemala.....	7,835,000		
Haiti.....	83,324,000	Total (42 countries).....	11,127,314,256
Hawaii ¹	1,950,000		

TABLES

79

TABLE 30.—Summary of foreign coinage by the U.S. mints, by calendar year, through Dec. 31, 1977

Calendar year	Number of pieces produced	Calendar year	Number of pieces produced
July 1, 1875-Dec. 31, 1905.....	155,896,973	1941.....	208,603,500
1906.....	10,204,504	1942.....	307,737,000
1907.....	45,253,047	1943.....	186,682,008
1908.....	29,645,359	1944.....	788,498,000
1909.....	11,298,981	1945.....	1,802,376,004
1910.....	7,153,818	1946.....	504,528,000
1911.....	7,794,406	1947.....	277,376,094
1912.....	6,244,348	1948.....	21,950,000
1913.....	7,309,258	1949.....	156,687,940
1914.....	17,335,005	1950.....	2,000,000
1915.....	55,485,190	1951.....	25,450,000
1916.....	37,441,328	1952.....	45,857,000
1917.....	25,203,497	1953.....	193,673,000
1918.....	60,102,000	1954.....	19,015,000
1919.....	100,269,195	1955.....	67,550,000
1920.....	99,002,334	1956.....	38,793,500
1921.....	55,094,352	1957.....	59,264,000
1922.....	7,863,030	1958.....	152,575,000
1923.....	4,369,000	1959.....	129,647,000
1924.....	12,663,196	1960.....	238,400,000
1925.....	13,461,000	1961.....	143,500,000
1926.....	14,987,000	1962.....	256,483,000
1927.....	3,650,000	1963.....	293,515,000
1928.....	16,701,000	1964.....	
1929.....	34,980,000	1965.....	
1930.....	3,300,120	1966.....	
1931.....	4,493,020	1967.....	7,440,000
1932.....	9,756,096	1968.....	176,196,206
1933.....	15,240,000	1969.....	416,088,658
1934.....	24,230,000	1970.....	348,653,046
1935.....	109,600,850	1971.....	483,938,392
1936.....	32,350,000	1972.....	207,959,692
1937.....	26,800,000	1973.....	392,723,895
1938.....	48,579,644	1974.....	295,403,674
1939.....	15,725,000	1975.....	373,293,733
1940.....	33,170,000	1976.....	762,126,363
		1977.....	562,372,000
			13,188,000
		Total.....	11,127,314,256

NOTE.—For details of foreign coins produced by U.S. mints, 1876-1976, see separate Mint report, "Domestic and Foreign Coins Manufactured by Mints of the United States 1793-1976," pages 85-122. For calendar year 1976 data, see table 24, 1977 annual report; for 1977 data, see table 24 of this report.

PROCEDURES FOR DENVER MINT TOUR GUIDES

Each tour guide is responsible for starting a tour with approximately 35-50 people under the canopy in the visitors area and completing the tour in the Numismatic Sales Room. Each tour will take approximately one-half hour. Breaks and lunches will be governed by the supervisor.

The points of interest along the tour route will be referred to at all times as the following:

1. Visitors' Entrance Area
2. Historical Room
3. Press Room
4. Counting, Bagging and Reviewing
5. Gold Exhibit
6. Vestibule Area
Grand Hallway
7. Numismatic Sales Room

1. Visitors' Entrance Area

Tour Guide will repeat the following or similar historical facts to the public over the microphone before entering the building.

We are pleased to welcome each of you to the U.S. Mint at Denver. Established by Act of Congress, April 21, 1862, the Denver Mint opened for business in 1863 as a U.S. Assay Office. Operations began in the facilities of Clark, Gruber & Company, a private mint then located at 16th & Market Sts. and acquired by the government for \$25,000.

On February 20, 1895, hopes revived for branch mint status when the Congress provided for the establishment of a mint at Denver for the coinage of gold and silver. The new site, where you are now standing, was purchased for approximately \$60,000. on April 22, 1896 and construction began the following year. Insufficient appropriations to complete and equip the building delayed the transfer of assay operations until September 1, 1904. In February 1906, the Denver facility advanced to the status of a branch mint when coinage operations began.

We are pleased to have you with us today. My name is Bonnie and I will be your tour guide today. I will explain the operations to you and if you have any questions, please feel free to ask. Thank you. Please follow me.

2. Historical Room

On page 12 of your handbook there is a message for either you to repeat over the microphone or let the tape speak. With a small crowd you may want to give them the information. The tape lends itself better to larger crowds.

The time in this room takes approximately 6 minutes. If you have time, encourage the visitors to ask questions. Always have eye contact, a pleasant smile and enthusiasm.

Proceed to press room area.

3. Press Room

There will be 2 microphones in this area. One on the first post and one on the third post.

Your group will follow you to the first post while you explain to them where they are and tell them to proceed to the railings while you explain the press room operation.

Point out automatic scale and small beam balance. Proceed to third post and ask them to follow you to the Counting, Bagging and Reviewing Area. Keep your group together.

Facts and outline on the explanation of the press room area will be given to you by your supervisor.

4. Counting, Bagging and Reviewing Area

There is a microphone on the wall in this section and you will be using it immediately. Explain the operation of this area to your group and again encourage them to ask questions. Keep your group together.

Facts and outline on this section will be given to you by your supervisor.

Walk to end of area and ask your group to follow you to the next exhibit.

5. Gold Exhibit

This can be the most impressive exhibit. Ask them all to gather around you and take turns looking at this most impressive sight.

Know your facts on today's market for the price of gold and silver. Tell them it is worth \$42.22/oz on our books but on the open market it is worth (whatever the closing price is).

Study your handbook and explain to them what a troy oz. is, what the numbers represent on the bars. Ask your group some questions. Maybe they know the answers.

Again, encourage them to participate. This makes for a better and interesting tour. Again, keep your group together as they follow you down the stairs.

6. Vestibule Area - Grand hallway

Gather your group together in this area and ask them to please remain quiet as you point out the murals in the ceiling, the mosaic on the floor, the Tiffany chandeliers and the marble in the grand hallway. Speak softly in this area so as not to disturb the office workers and when you speak softly but pleasantly, the people will be alert and quiet so as not to miss any of the historical facts you present.

Ask them to follow you quietly down the grand hallway to the end of the tour, the Numismatic Sales Room.

Historical facts for this area are in your handbook, please study them. Give the names of the Superintendent, Director and the Secretary of the Treasury.

7. Numismatic Room

Before you enter this room, explain what they will see and what they can buy.

1. This room has been completely remodeled and opened for the first time to the public on Monday, June 18, 1979.

2. You will see the famous Clark, Gruber and Company coin collection on loan to us from the First National Bank of Denver.

3. You may buy a blank for \$1. and strike your own Denver Mint Medal on an authentic Mint coin press.

4. You may purchase historical medals produced by the Mint that range in price from 50¢ to \$10. Coin sets produced in Denver and Philadelphia and the famous Bicentennial Proof and Uncirculated Sets can also be purchased.

The sales personnel will be glad to offer their assistance in helping you select an item of your choice.

As you enter the room point out the historical furniture and the artifacts contained in the case on the left. The beautiful chandeliers that were found discarded in the attic by our superintendent (original). The Clark, Gruber cabinet that was originally in that private mint.

JUL 1975

U. S. CIVIL SERVICE COMMISSION
Under P-2, Federal Personnel Manual

POSITION DESCRIPTION

1. Check one:

Dept'l ☐ Field ☒

2. Official headquarters:

Denver, Colorado

4. Agency position No.

~~2N11840~~ 2N11840

3. Reason for submission:

(a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number

Pos. # D-52

Guide (General) GS-090-03

5. C. S. C. certification No.

6. Date of certification

7. Date received from C. S. C.

8. CLASSIFICATION ACTION

(b) Other (specify)

Current Description

ALLOCATION BY

CLASS TITLE OF POSITION

CLASS

Service

Series

Grade

INITIALS

DATE

a. Civil Service Commission

b. Department, agency, or establishment

c. Bureau

d. Field office

e. Recommended by initiating office

Guide (General)

GS

090

03

Pat

4-26-72

9. Organizational title of position (if any)

10. Name of employee (If vacancy, specify V-1, 2, 3, or 4)

Vacant

11. Department, agency, or establishment

Treasury Department

a. First subdivision

Bureau of the Mint

b. Second subdivision

U. S. Mint, Denver, Colorado

This is a complete and accurate description of the duties and responsibilities of my position

c. Third subdivision

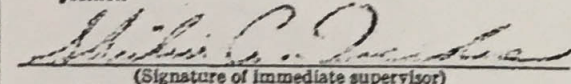
Superintendent's Office

d. Fourth subdivision

Numismatic Service

e. Fifth subdivision

13. This is a complete and accurate description of the duties and responsibilities of this position



(Signature of immediate supervisor)

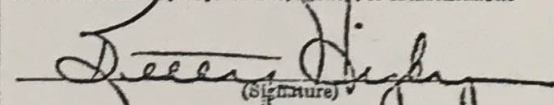
4/26/72

(Date)

Title: Supervisory Information Receptionist

14. Certification by head of bureau, division, field office, or designated representative

15. Certification by department, agency, or establishment



(Signature)

4/26/72

(Date)

Title: Superintendent

16. Description of duties and responsibilities

THIS POSITION IS NOT EXEMPT
FROM THE FAIR LABOR STANDARDS
ACT

(See attached Sheets)

NOTICE TO EMPLOYEE

You have the right to appeal the classification of your position at any time, either to the Director of Personnel or to the U. S. Civil Service Commission. Your Personnel Office can tell you how to appeal.

Guide (General), GS-090-3
Numismatic Service
U. S. Mint, Denver, Colorado

INTRODUCTION

This position is located in the Numismatic Service of the Denver Mint where numismatic merchandise (special coin items, medals, artifacts, etc.) is exhibited and sold.

DUTIES

The incumbent of this position provides guide services to visitors in the Numismatic Sales Room of the Denver Mint, explaining the numismatic items and displays, as well as explaining the operations and history of the Mint, usually through the media of verbal talk. Answers public inquiries on the subject of numismatic merchandise and questions concerning the operations and history of the Mint. Explains safety and security measures necessary for the protection of visitors and Mint property, and sees that these measures are adhered to, reporting any violation to his supervisor.

As required, the incumbent may assist in sales of numismatic items to the public and occasionally operates a multiple cash register in recording sales, primarily to relieve the regular operators.

Performs other duties as assigned.

The incumbent works under the general supervision of the Supervisory Information Receptionist who reviews the incumbent's work for accuracy and compliance with established procedures.

Incumbent must apply good public relations ethics and display a high degree of tact, courtesy, poise, alertness, accuracy and good judgment in carrying out all personal and telephone contacts.

Proceed to the center case that contains the Clark, Gruber and Company coin collection with your group and point out the most valuable coin which is the \$20. gold piece and worth \$12,500. The entire collection, of which this is a small part, is worth over \$100,000.

Let them look over the other cases and artifacts and again, ask them if they have any questions.

Thank them for their cooperation and tell them how enjoyable it was to have them on your tour and for them to proceed to the sales area.

You then proceed back to the Visitors' Entrance and pick up another tour and repeat the process.

SALES AREA

Duties and Responsibilities of Sales Store Checkers.

1. Open the Sales Area.

- (a) The Supply Clerk unlocks all drawers and cabinets in the sales room and gives the sales clerks their cash register key.
- (b) The cash bank consisting of \$100.00 is counted. Any discrepancy will be reported to the supervisor immediately.
- (c) Sales Clerks are responsible for getting their stock ready. Stock being brought into the sales room by the Supply Clerk will be stored immediately so as to avoid extra steps and having a customer wait.

2. Steps to follow in making a sale.

- (a) Get all merchandise for customer and let him/her inspect the items.
- (b) With merchandise by you, ring up each item on cash register by code number and price.
- (c) Inform the customer on the amount, while bagging the items double check the purchased items against the sales receipt.
- (d) If the customer requires change, count the change from the register and recount the change to the customer.
- (e) BE SURE the customer receives the sales receipt.

3. Housekeeping.

- (a) The Sales Clerks are responsible for keeping their area neat and clean at all items. This entails cleaning of the sales counters to remove all fingerprints and to keep drawers, cabinets and shelves in an orderly and clean manner.

4. Selling of Coin Sets.

- (a) All coin sets will be examined by the Sales Clerk before giving the set to the customer for his/her final inspection.
- (b) If the customer rejects a set, the set rejected will be placed aside and another coin set will be handed to the customer for inspection.

- (c) In handling the rejected set. The damaged sets will be counted and subtracted from your coin set inventory sheet at the end of the day. The sets will be given to the supervisor when you check out.

5. Filling out Coin Set Inventory Sheet, (Exhibit A Attached).

- (a) Opening Balance - Odd number of sets in your drawer.
- (b) Additions - Sets drawn from stock drawer in sacks of 10 or 25.
- (c) Adjustments - Minus damaged sets being returned to the supervisor.
- (d) Closing Balance - Counted sets in your drawer at the end of each day.
- (e) Sets Sold - Number of sets sold for the day. This figure will agree with your daily EAM print-out and the number sold will be transferred to your Daily Cash Check sheet. (Exhibit C attached).

6. Making Up Presidential Sets.

- (a) The presidential miniature medals are made up in advance. Twenty-five sets are made up at one time to avoid duplicating a medal or missing a medal.
- (b) When a customer wishes to purchase a complete set, you will show him/her the display board, tell the customer that it comes with the white gloves so as fingerprints will not appear on the medals when assembling the set, show him/her the bag of pre-packaged medals and give the booklet on the history of the presidents.

7. Acceptance of Personal Checks. (Regulation, Exhibit B Attached).

- (a) NO second party checks will be accepted.
- (b) Amount of purchase only.
 - (1) Minimum amount is \$10.00.
 - (2) Maximum amount is \$258.50. If an amount exceeds the maximum amount the Superintendent must approve the check at the time of its acceptance.

(c) TWO types of identification required.

- (1) Drivers License.
- (2) Social Security Card or Number.
- (3) Guaranteed Check Card.
- (4) Employment Identification Card.
- (5) Reputable Credit Card.

(d) ALL checks will be approved by the supervisor.

8. Salesmanship

(a) DO

- ___ Be Accurate
- ___ Be Friendly
- ___ Be Knowledgeable
- ___ Be Patient
- ___ Be Courteous

(b) DON'T

- ___ Chew Gum
- ___ Ignore the Customer
- ___ Argue with a Visitor
- ___ Frown (too much, anyway)
- ___ Question the Customer's Taste

(c) AND REMEMBER

- ___ The Customer is Always Right

9. Brief History of the Press

The Press was purchased in 1946 for Philadelphia for general production work. The Press was used to stamp some of the first F. D. Roosevelt dimes.

The Press was converted by Philadelphia in 1955 to a proof coin press.

The Press was sent to Denver in 1965 and converted back to a production press during the coin shortage of the middle 1960's. During the time it was at Denver it was used to stamp some of the first clad quarters and also cents as needed.

Denver converted the Press back to a proof press on December 4, 1967. The Press was then sent to the San Francisco Assay Office, where it was used to stamp some of the coins for proof sets.

In the summer of 1976 the Press was sent to Florida to be used by the Mint in its exhibit of the "3rd Century America of the U.S. Bicentennial Exposition on Science and Technology", where a visitor could strike their own commemorative medal.

In the fall of 1976 the Press was sent back to Denver where it was used to stamp the gold Colorado Centennial medals in November of 1976. This press was also used to stamp some of the first Jimmy Carter miniature presidential medals.

When the Sales Area was expanded and remodelled in June of 1979, the Press was moved into the Sales Room where visitors may strike their own commemorative medal of the Denver Mint.

10. Introduction to Press

- (a) Type of Press - Mint Standard
- (b) Name of Press parts
 - (1) Ram or beam
 - (2) Cut and ball
 - (3) Triangle
 - (4) Adapter
 - (5) Carriage
 - (6) Table
 - (7) Collar
 - (8) Flywheel and air brake
 - (9) Main bearing

11. Safety

- (a) General
- (b) Screens in place
- (c) Never put hands under ram unless press is turned off.

12. Lubrication (This is done by a Die Setter)

- (a) Daily -
 - (1) Ram once an hour, oil pacemaker 80
 - (2) Knees twice a day, oil pacemaker 80
 - (3) Ears twice a day, oil pacemaker 80

(b) Greasing - Lubriplate 130AA
Zerks

(c) Main bearing oil cups, fill as needed

(d) When oiling ram remove same oil from the cup and ball.

13. Steps to follow in operating the Press

(a) Turn air on

(b) Turn main power on

(c) Make sure that the screens are in place

(d) Pull start switch

(e) Be sure key switch is in Visitor position

(f) Position blank

(g) Close door

(h) Hand button to visitor

(i) When visitor control unit is not in use return it to a safe place.

(j) Never start press without a blank in the collar

14. Cleaning of the Press at the end of each day

(a) Shut off oil cups on main bearing

(b) Wipe oil off of table and place a bag or rag over the die area.

(c) Wipe up all oil and grease from under the press

(d) Wipe down press frame

15. Items available for sale

(a) Souvenir Coin Sets - these sets are a special item available for sale over-the-counter only at Mint outlets making the set a unique gift for anyone visiting the Mints. The set contains one each of the half dollar through the cent and a commemorative medal of the Mint. The set is \$3.00.

(1) Souvenir Sets currently available for sale are:

0960 - 1979 Dollar Souvenir Set
0970 - 1980 Dollar Souvenir Set

(b) Dollar Souvenir Sets - these sets consist of three uncirculated Susan B. Anthony dollars struck from each Mint (Denver, Philadelphia and San Francisco). The sets are \$4.00 each with a purchase limitation of 25 sets per individual.

(c) List Medals (Brochure Attached) are medals produced by the Mint on a continuing basis. The medals by series are:

- (1) 100 Series - Presidents
- (2) 200 Series - Secretaries of the Treasury
- (3) 300 Series - Directors of the Mint
- (4) 400 Series - Army
- (5) 500 Series - Navy
- (6) 600 Series - National Historical Series
- (7) 700 Series - Official Mint & Historic Buildings
- (8) 800 Series - Miniature Presidential Medals
- (9) "A" Series - Gold-plated medals with loop
- (10) "B" Series - Gold-plated medals without loop
- (11) 900 Series - Chief Justices of the Supreme Court

(d) Numismatic Products, several items are available for sale to display the large and miniature medals.

(e) Information booklets available for sale are:

- (1) 1003 - "Our American Coins" a brief introduction to U.S. coins for youngsters aged 6 to 16. Descriptions of current coin designs. 60¢
- (2) 1078 - "Annual Report of the Director of the Mint" Contains report on operations, functions, and legislation pertaining to the Mint. Includes a special section - The World's Monetary Stocks of Gold, Silver and Coins - giving information on production, specifications and metallic composition of coinage of about 100 foreign countries. Illustrated. \$5.00.
- (3) 1176 - "Domestic and Foreign Coins Manufactured by Mint of the United States 1793-1976" presents a complete historical record of the production of domestic coins by United States Mint institutions from 1793 through 1976. The manufacture of foreign coinage by United States Mints for other governments begin in 1876. Coinage statistics reflect the years from 1876 through 1976. \$3.00.
- (4) 8002 - "Medals of the United States Mint" show the historic bronze national medals, illustrated in actual size. Background and biographical data included. \$5.25.

(f) Moasic Post Cards are available for sale at \$0.15 each. Each post card illustrates an ancient Roman coinage method.

(g) Engraved and Lithographed Printings (Brochure attached)

- (1) 9000 - Small Presidential Portraits - \$2.00
- 9200 - Large Presidential Portraits - \$3.00
- 9300 - Vignettes of Buildings - \$2.00
- 9400 - Government Seals - \$0.80
- 9500 - Gettysburg Address - \$4.50

DAILY COIN SET INVENTORY

Opening Balance							
Additions							
Adjustments							
Closing Balance							
Sets Sold							
Opening Balance							
Additions							
Adjustments							
Closing Balance							
Sets Sold							
Opening Balance							
Additions							
Adjustments							
Closing Balance							
Sets Sold							
Opening Balance							
Additions							
Adjustments							
Closing Balance							
Sets Sold							
Opening Balance							
Additions							
Adjustments							
Closing Balance							
Sets Sold							

SECTION III

MINT REGULATIONS

ACCEPTANCE OF PERSONAL CHECKS IN MINT SALES AREAS

OFFICE OF PUBLIC SERVICES

Purpose

This regulation sets forth guidelines to be followed for accepting personal checks in Bureau of the Mint public sales area.

Procedure

- A. Effective immediately all Mint sales areas (Washington, Philadelphia, Denver, and San Francisco) may accept personal checks as payment for the sale of numismatic items. Second party checks will not be accepted. Any check must be drawn on the bank of the individual presenting the check, it must be a United States bank, shall not exceed the amount of purchase, and be made payable to the Bureau of the Mint. The minimum sale required for acceptance for a check is \$10.00 and the maximum is \$258.50, the price of a complete set of the 600 National Historic Series medals. Any check amounts in excess of the maximum must have approval of either the Superintendent, Officer in Charge, or Assistant Director for Public Services depending upon the office involved.
- B. All checks must be approved for acceptance by sales area supervisors.
- C. At least two acceptable types of identification will be required before accepting a check. Acceptable forms of identification include drivers license, employment identification card, social security card, or reputable credit cards.
- D. A rubber stamp (Attachment #1) will be used on the reverse of every check providing space for recording name, address, phone number (if not preprinted on check), names and numbers of identification submitted, items purchased, and approval initials.
- E. All checks are accepted subject to collection. If any check cannot be collected in full or is lost or destroyed before collection, the office concerned is responsible for obtaining the proper payment.

CHECK CASHING PROCEDURES

- . Second party checks will not be accepted.
- . Amount of purchase only.
 - a. Minimum amount \$10.00.
 - b. Maximum amount \$258.50.
- . Two types of identification required.
 - a. Drivers License.
 - b. Guaranteed Check Card.
 - c. Employment Identification Card.
 - d. Social Security Card.
 - e. Reputable Credit Card.
- . All checks will be approved by Supervisor.

Sample

Denver Sales Area	
Name: Samuel J. Jones	
Address: 3020 S. Storm	
Denver, Co. 80630	
Phone No: 837-4898	
ID: Colorado Drivers Lic.	
# F-35302	
United Bank Guar. Card	
# C-196	
Item: 2 Pres. Medals	
Approval: <i>VR / [Signature]</i>	

NS-3
Rev. (4-77)

NUMISMATIC SERVICE
DAILY CASH CHECK

DATE _____

CASH REGISTER TAPE

SUB TOTAL _____

LIST ALL VOIDS WITH SALE
NUMBER AND AMOUNT

LESS TOTAL OF VOIDS..... _____

TOTAL..... _____

CASH

Personal Checks..... _____
Traveler's Checks..... _____
100's..... _____
50's..... _____
20's..... _____
10's..... _____
5's..... _____
2's..... _____
1's..... _____
Dollars..... _____
Half Dollars..... _____
Quarter Dollars..... _____
Dimes..... _____
Nickels..... _____
Cents..... _____

SUB-TOTAL _____

LESS BANK _____

NUMBER OF SETS SOLD

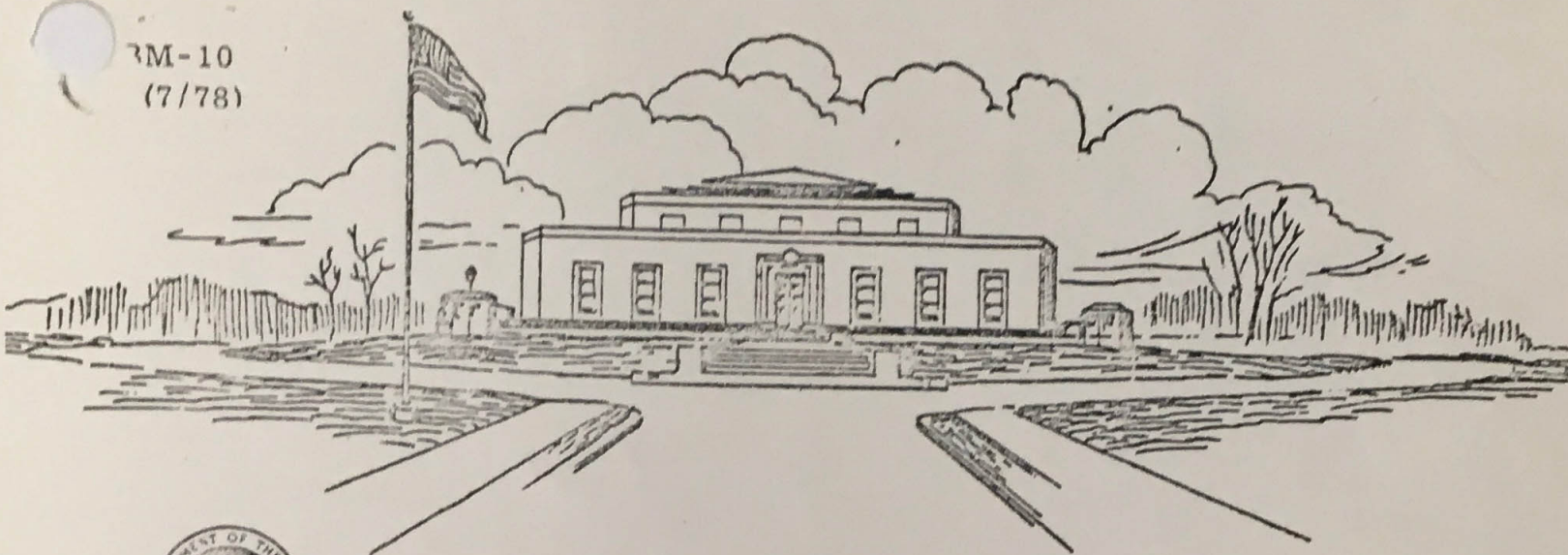
TOTAL..... _____

077-D - _____
079-D - _____
079-P - _____
080-D - _____
092 - _____

SALES CLERK _____

CUSTOMER COUNT _____

RM-10
(7/78)



THE UNITED STATES BULLION DEPOSITORY

Fort Knox, Kentucky

OFFICE OF THE DIRECTOR OF THE MINT
Treasury Department
Washington, D. C.

A large amount of the gold stocks of the United States is stored in the vault of the Fort Knox Bullion Depository, one of the institutions under the supervision of the Director of the Mint, an official of the United States Treasury. The balance is held in the Philadelphia and Denver Mints and the New York and San Francisco Assay Offices.

The Depository was completed in December of 1936, at a cost of \$560,000. It is located approximately 30 miles southwest of Louisville, Kentucky, on a site which formerly was a part of the Fort Knox military reservation. The first gold was moved to the Depository by railroad in January 1937. That series of shipments was completed in June 1937.

The two-story basement and attic building is constructed of granite, steel and concrete; exterior dimensions measure 105 by 121 feet. Its height is 42 feet above ground level. Construction was under supervision of the Procurement Division of the Treasury Department, now the Public Buildings Administration of the General Services Administration. Upon completion, the Depository was placed under the jurisdiction of the Director of the Mint.

Within the building is a two-level steel and concrete vault, divided into compartments. The vault door weighs more than twenty tons. No one person is entrusted with the combination. Various members of the Depository staff must dial separately combinations known only to them. The vault casing is constructed of steel plates, steel I-beams and steel cylinders laced with hoop bands and encased in concrete. The vault roof is of similar construction and is dependent of the Depository roof.

Between the corridor encircling the vault and the outer wall of the building is space utilized for offices, storerooms and the like.

The outer wall of the Depository is of granite, lined with concrete. Included in the materials used in construction were 16,500 cubic feet of granite, 4,200 cubic yards of concrete, 750 tons of reinforcing steel and 670 tons of structural steel.

Over the marble entrance at the front of the building is the inscription "United States Depository" with the seal of the Treasury Department in gold. Offices of the Officer in Charge and the Captain of the Guard open upon the entrance lobby. At the rear of the building is another entrance for the reception of bullion and supplies.

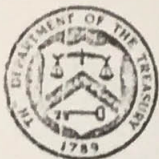
At each corner of the structure, on the outside, but connected with it, are four guard boxes. Sentry boxes, similar to the guard boxes at the corners of the Depository, are located at the entrance gate. A driveway encircles the building and a steel fence marks the boundaries of the site.

The building is equipped with the latest and most modern protective devices. The nearby Army Post gives additional protection. The Depository is equipped with its own emergency power plant, water system and other facilities. In the basement is a pistol range for the guards.

The gold in the Depository is in the form of standard mint bars of almost pure gold, or coin gold bars resulting from the melting of gold coin. These bars are about the size of an ordinary building brick, but are somewhat smaller. The approximate dimensions are 7 x 3-5/8 x 1-3/4 inches. The fine gold bars contain approximately 400 troy ounces of gold, worth \$16,888.00. The avoirdupois weight is about 27-1/2 pounds. They are stored without wrappings in the vault compartments. When handled, great care is exercised to avoid abrasion of the soft metal.

The Depository is headed by an Officer in Charge who is responsible for ensuring the security of the gold. The guard force is composed of men selected from various Government agencies, or recruited from Civil Service registers.

No visitors are permitted. This policy was adopted when the Depository was established, and is rigidly enforced.



DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220

OFFICE OF
DIRECTOR OF THE MINT

THE UNITED STATES BULLION DEPOSITORY West Point, New York

The Bullion Depository at West Point was erected primarily as a storage facility to house Government stocks of silver bullion. Completed in 1938, at a cost of \$500,000, it is under the supervision of the Director of the Mint, an official of the United States Treasury. The one-story windowless rectangular structure, 170 feet by 256 feet, is situated on a 4-acre tract of land formerly a part of the West Point Military Reservation, but now under jurisdiction of the Department of the Treasury. The building is within 500 feet of the Storm King Highway near West Point's "Old North Gate."

A 9-foot steel fence surrounds the building, and is controlled by guards who regulate the entrance and departure of authorized persons and vehicles. The outside walls are of reinforced concrete. An inside corridor connects the four turrets or watchtowers at the corners where sentries may observe the terrain in all directions. A concrete walk surrounds the sides and rear. The outside walls of the building can be placed under floodlights.

On the first floor are offices, guard rooms, 23 storage vault compartments, and a completely enclosed inner area reached through a vertical-lift steel door, which affords protected space for loading and unloading operations. A maintenance shop, heating system, and other functional equipment are housed in the basement.

In 1973, due to increased need for coins of all denominations, and particularly the anticipated demand for Bicentennial coins, the Congress authorized the Secretary of the Treasury to utilize any facility of the Bureau of the Mint for coin production. This permission will remain in effect as long as necessary.

West Point was chosen as an auxiliary facility. The interior was remodeled to accommodate 20 coin presses and provide the capability for riddling and upsetting blanks, striking coins, quality control laboratory tests, and the counting and bagging of coins for storage or

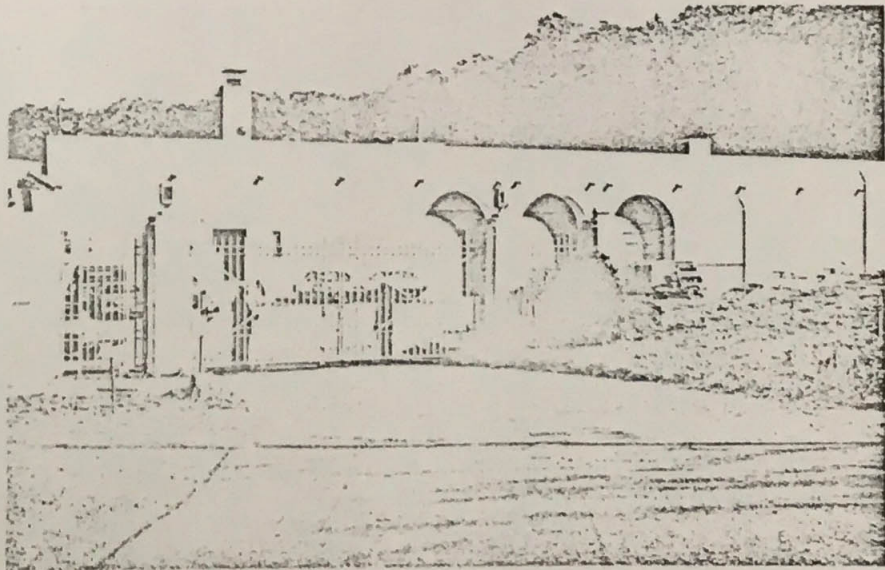


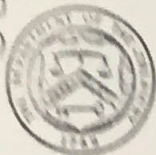
Keep Freedom in Your Future With U.S. Savings Bonds

shipment. The West Point coining activity is concerned chiefly with the final striking of 1-cent coins. The blanks are purchased from private suppliers or produced at other Mint institutions and shipped to the Depository. The coins bear no mint mark. As necessary, this facility is used to produce foreign coinage orders.

To augment existing measures and to assure adequate surveillance, closed-circuit television cameras with coordinated monitors have been installed, supplemented by extensive and sophisticated alarm systems.

The Depository is administered by an Officer in Charge and is within the jurisdiction of the New York Assay Office and its Superintendent.





OFFICE OF
DIRECTOR OF THE MINT

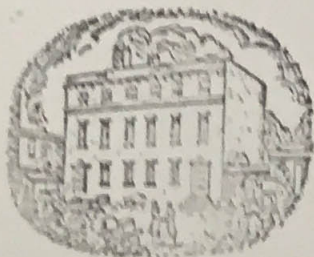
DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220

THE UNITED STATES MINT AT SAN FRANCISCO

The discovery of gold at Coloma (Sutter's Mill) by John Marshall, in 1848, was the world-echoing event which contributed to the recommendation by President Millard Fillmore in 1850 that a branch mint be established in California. Gold being mined in the hills had grown from a trickle to a deluge too heavy for facilities at the distant Philadelphia Mint to handle and much time was consumed in transporting the precious metal on its hazardous journey. The coinage situation in the West was in a chaotic state. Many different kinds circulated... French louisdors, Dutch guilders, Indian rupees, Mexican reals, English shillings, as well as our own American pieces... but even so, there was a scarcity, and gold dust, while acceptable was not a convenient medium of exchange. To remedy the difficulty, private mints sprang up which converted the gold into coins, but this was not the solution to the problem.

The United States Mint at San Francisco, California, was authorized by the Act of Congress approved July 3, 1852, and the coins produced there gradually replaced the miscellaneous assortment in circulation. In his Report written January 27, 1854, the Director of the Mint stated:

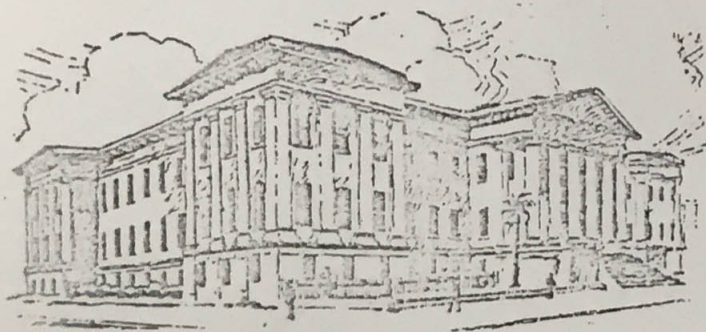


"The branch mint at San Francisco, California, it is expected will be ready to receive deposits and commence operations about the 1st of March next. In consequence of a change in the grade of the street on which the building is being erected, more time will be consumed in its completion than was anticipated. The machinery, which was constructed in Philadelphia, arrived there in good condition on the 12th of December last; but a portion of the fixtures and apparatus had not arrived on December 30th,

the date of my last advices, the vessel containing them having been out one hundred and forty-five days. These circumstances will probably delay the commencement of coining operations until the time stated above. The coins to be issued by this branch of the Mint will be designated by the letter S on the reverse. It is proper to remark that the coins of the other branches are designated as follows: New Orleans by the letter O; Dahlonega, D; Charlotte, C. The coins of the principal Mint are not marked by any letter."

The Mint commenced receiving deposits on the 3rd of April, 1854. There were some causes connected with the supply of materials that retarded and diminished the coinage operations during that year. However, \$4,084,207, all in gold pieces, was coined between April and December, 1854.

Operations were conducted in a small building upon Commercial Street, just sixty feet square. The Director remarked: "It is almost impossible to conceive how so much work can be well done, and so much business transacted safely, in so small a space. The entrance to the business office is up a steep pair of stairs and through a dark hall rendered unwholesome by the fumes of acids, and uncomfortable by the noise of machinery and the heat of the engine. The apartments of the different officers and the desks of the clerks are cramped and inconvenient, and the vaults depend for their safety chiefly upon the presence of well-tried watchmen." A notation indicates that there was "obtained also at the custom-house a good lock, which had been sent out from the department and which was placed upon the vault in the treasurer's office, where it was urgently needed."

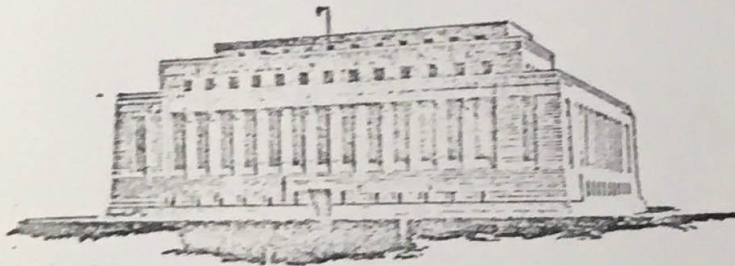


About ten years later, the suggestion was made that there be purchased "a suitable site upon which should be speedily erected a mint building creditable to the Government, and commensurate with the wants of the great mineral districts of the Pacific Coast." It was not until 1872-73, however, that the building was com-

pleted and the work of fitting up the necessary machinery, fixtures and apparatus was begun. The new Mint at 5th and Mission was occupied in the summer of 1874, and was one of the best appointed Mints in the world. It was first considered unnecessarily large but the Director stated that " * * * in fitting it up with a refining and coining capacity equal to the present demand it has been found necessary to occupy the entire building."

The work of the San Francisco Mint was interrupted by the great earthquake of April 18, 1906. The structure and its contents were saved

from the fire by intelligent and courageous work on the part of the Superintendent and employees, but as the fuel used for its melting, annealing, and assaying operations was city gas, the destruction of the gas works made a discontinuance of operations necessary. Moreover, the Mint, by reason of the destruction of the subtreasury and all of the banks of the city, became the only financial institution able to do business in the city and the agency through which all remittances to and from the city, and disbursements within the city were made. The Mint became the depository and treasury for the relief fund, and its Superintendent, Mr. Frank A. Leach, had many new and very important responsibilities suddenly thrust upon him, all of which were borne with fidelity and signal ability.



The steadily increasing demands of the Nation made mandatory a still further expansion of minting facilities, and in the summer of 1937, San Francisco personnel made another move, this time into an imposing marble edifice some distance from the principal business center where the

old building was located. Occupying a commanding site overlooking the city at Duboce and Buchanan Streets, it housed the most modern facilities of the day, and new equipment to replace worn and obsolete machinery.

Meanwhile, the Philadelphia and Denver Mints were being improved and it was the feeling that these expanded facilities would be adequate to meet the Nation's coin demand for some time to come. Therefore, as an economy measure, coinage operations at San Francisco were discontinued in March of 1955, the equipment was removed and most of the building was remodeled for occupancy by other agencies of the Government. Only a small area was retained by the Mint for the conduct of assay functions, including receipts of gold and silver deposits.

During the fall of 1963, it became apparent that a coin shortage was building up, and by July of 1964, emergency measures had been adopted to relieve the situation. One of these measures was the utilization of space in the San Francisco Mint building, a part of which was reacquired and adapted once again to the making of coins.

With the additional equipment secured from the Department of Defense, San Francisco began producing 1-cent and 5-cent coin blanks and took on annealing and upsetting operations also, thus lessening the load at the Denver Mint and allowing them more leeway for the other manufacturing functions. The finished blanks were then shipped to Denver for the final stamping process. This enabled the making of many more coins at Denver than would ordinarily have been possible.

Reactivation of minting operations was authorized by the Coinage Act of 1965, approved by President Lyndon B. Johnson July 23rd, and on September 1st, the presses began turning out the first coins to be struck there since coinage was discontinued ten years before.

The proof coin program was relocated to the Assay Office in 1968. The special Eisenhower 40 per cent silver proof and uncirculated dollars authorized by the Coinage Act of December 31, 1970, are minted, packaged and shipped by the Assay Office, and the special United States Bicentennial proof and uncirculated coin sets will be prepared there. Operations have been further expanded to include a medals program. The Assay Office manufactures the Old San Francisco Mint and the San Francisco Assay Office medals which the Mint sells to the public, as well as some of the Congressionally authorized private medals such as the Cable Car commemorative issue. The San Francisco Assay Office, together with the Denver and Philadelphia Mints, also executes foreign coinage orders.

Prior to 1955, all coins manufactured at San Francisco bore the letter "S", in accordance with the custom of identifying branch mints. However, during the coin shortage, by provision of the Coinage Act of 1965, the mint mark was removed from all coins and was not carried on those dated 1965, 1966, and 1967. Commencing January 1, 1968, the practice was resumed, and the familiar "S" mark is again in evidence.

There are no facilities to accommodate visitors at the Assay Office, since all available space is being utilized for personnel and machinery. However, back in the days when the Mint was open to the public, the visitor's register bore such notable signatures as Sarah Bernhardt, William Cullen Bryant, Henry Ward Beecher, General Ulysses S. Grant, Marjory Rambeau, Rutherford B. Hayes, and Mark Twain, to name but a few.

In 1971, attention was once again focused on the former Mint building at 5th and Mission Streets. As previously stated, other Government agencies had occupied the premises after coinage operations were transferred to the new location in 1937. In 1968, the building was vacated and considered surplus to Government needs.

When a building is declared surplus, determination must be made as to its historic value, if any. This evaluation is accomplished by the Advisory Board on National Parks, Historic Sites, Buildings and Monuments, pursuant to the Historic Sites Act of 1935. In the case of the Old Mint, a decision was handed down by the Board on December 6, 1956, that it did possess such significance, and through the years to follow, many individuals and organizations waged intensive campaigns to preserve the structure. Their efforts bore fruit, for in 1961, it was designated a national historic landmark.

Mint Director Mary Brooks was among those keenly interested in the fate of the building. On May 31, 1971, the President issued an Executive Order having to do with the protection and enhancement of the cultural environment. Mrs. Brooks immediately envisioned utilization of the space by the Bureau of the Mint as an implementation of the Order. It was due largely to her urging that the building was returned to Treasury Department custody, to be restored for use by the Federal Government and the public. The Mint Director's extensive plans for the 100-year old edifice have preserved a beloved landmark for San Franciscans and visitors to the City, and provided additional space for mint offices, thus complying with the multi-capacity status required under the law.

Renovation of the massive structure will take upwards of four years to complete. Work was commenced in 1972, under the supervision of the Director of the Mint, and includes replacement of some exterior stonework and the reconstruction of the inner courtyard, badly spalled by the fire which followed the devastating earthquake in April of 1906.

The Mint's special coin and medal operations are quartered in the building. A newly-organized data center permits for the first time in-house computerized order processing, which greatly facilitates handling of requests for numismatic items. A specially trained staff performs the mailing and paper work associated with these functions.

A museum and educational exhibits depicting early California history and the role played by the Mint in the Old West occupy public area space on two floors. Careful attention to detail in the restored sections, including offices formerly occupied by Mint Superintendents and their staff, reflects the original elegant Victorian decor of the day. In the numismatic sales area, visitors may view a selected assortment of the national medals produced by the United States Mint for more than 150 years. These, and other numismatic items, including Mint publications, may be purchased over the counter.

The Old Mint is open to the public Tuesday through Saturday, from 10 a.m. to 4 p.m. Individual reservations are not required. Information on group tours may be obtained by calling Area Code 415-556-3630 or 6270. Admission is free.

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Facts About the New U. S. Coins

THE AMERICAN BANKERS ASSOCIATION

Facts About the New U. S. Coins

This booklet contains some pertinent questions and answers on the new United States coinage system adopted by Congress July 15 and signed into law by President Johnson on July 23. The booklet is adapted from an address by Reno Odlin, president of The American Bankers Association, delivered before the Washington Bankers Association Convention. Mr. Odlin is chairman of The Puget Sound National Bank, Tacoma, Washington.

THE AMERICAN BANKERS ASSOCIATION
90 Park Avenue, New York, N. Y. 10016

Q. *Why did Congress pass a law to eliminate silver from dimes and quarters and to reduce the silver content of half-dollars?*

A. Congress had no choice. There is a world-wide shortage of silver that is getting worse each year. During the last five years, the consumption of silver averaged 200 million troy ounces more than new production. In 1964 the gap between production and consumption was 335 million ounces. It is estimated that during 1965 consumption will outstrip production by about 440 million ounces.

Q. *Why has there been such a big increase in the use of silver?*

A. Industrial uses of silver have been increasing rapidly. Silver is essential in the photography industry, since silver-based salts are used to reproduce images. Silver is also used widely in the electronics industry, and about one-fifth of private silver consumption goes into silverware and jewelry. As population and industry grow, demand for silver climbs. During 1964 industrial and artistic uses of silver both here and elsewhere in the free world totaled about 286 million ounces — 70 million ounces more than total new silver produced in the free world that year.

But the biggest rise in the use of silver is the result of the ever-increasing demand for coins. In 1960 the United States used about 46 million ounces of silver in minting new coins. In 1964 the Treasury used 203 million ounces. The 1965 figure will come to over 300 million ounces. Since the need for coins continues to grow each year, it is obvious that the United States soon would have found itself using far more silver for coinage alone than the total of all silver produced in the world. Such a situation would have produced a chronic coin shortage in the U.S. as soon as the Treasury's silver stocks were used up. To avoid any such development, the use of silver in the coinage is being reduced while the Treasury's stocks are still large.

Q. *Couldn't the production of silver be stepped up in response to the increased demand?*

A. Unfortunately, no, because silver is usually produced as a by-product in the mining of other metals and even a very great increase in its price would not lead to a substantial increase in production.

Q. *What have other nations done about the silver shortage?*

A. Most other countries have eliminated or drastically reduced the use of silver for coinage. In fact, Canada and Switzerland are the only nations in the world that have not eliminated silver from most of their coins. Over a five-year period — 1960 through 1964 — the use of silver in coins by all countries of the world, except the United States, increased by only 3.6 million ounces, while our use of silver increased by 157 million ounces. Moreover, current indications are that Canada is considering a reduction in the silver content of her coins.

Q. *If the world is currently consuming more silver than it is producing, where is the silver coming from?*

A. The difference between production and consumption is being supplied from the United States Treasury's huge stock of silver. In 1963 the Treasury's stockpile of silver stood at close to 2 billion ounces. It is now down to about a billion. At the present rate of consumption this stock would be wiped out in less than three years.

The Treasury, through the redemption of silver certificates, sells silver at \$1.29+ per ounce. At this rate the silver content of a silver dollar is worth exactly \$1.

Q. *What would happen if the market price of silver went up?*

A. If the price of silver rose above \$1.38 per ounce, it would become profitable to melt down coins and sell the silver content.

By reducing the amount of silver needed for coins, the Treasury can expect its stockpile to be adequate to maintain the price of silver at \$1.29+ per ounce almost indefinitely. This will protect the present silver coinage because it will make melting of the coins for their silver content an unprofitable enterprise.

Q. *What metals will be used as a substitute for silver?*

A. The dimes and quarters will have a copper-nickel alloy on the outside and a copper core. They will be composite coins, and the edges will show the copper middle layer. However, we are not abandoning silver altogether in the coinage. The new 50-cent piece will have a facing made of 80 per cent silver and 20 per cent copper. The core of the coin will be 21 per cent silver and 79 per cent copper. This combination will give us a half-dollar with 40 per cent silver content, compared to the present half-dollar which is 90 per cent silver.

Q. *What will the new coins look like?*

A. The new dimes and quarters will have the same designs as the old ones and in terms of brilliance will look very much like our present nickels. However, the coins will show a copper ring. The new half-dollar will have the same design and will be almost indistinguishable from the half-dollar containing 90 per cent silver.

Q. *Why were these particular metals selected?*

A. Copper and nickel are abundantly available, so shortages will not cause changes in the

future. They are durable, so they will be able to stand the wear and tear that a coin is subjected to during its average circulating life of 25 years. In addition to meeting these tests, the metal makeup of the new coins meets another important criterion: These particular combinations of metals, in the proportions specified for the new coins, have the same electrical properties as do coins of 90 per cent silver. This will permit the new coins to be used in all coin-operated machines.

Q. *Wouldn't a single metal or a single alloy be easier for coinage?*

A. Yes. However, no single metal or single acceptable alloy would do the job. Only the composite or sandwich type of coin could be engineered to duplicate the electrical properties of a coin containing 90 per cent silver.

Q. *How widespread is the use of coin-operated machines?*

A. There are now about 12 million coin-operated machines and devices in the United States. They include pay telephones, Laundromats, cigarette machines and a wide variety of machines that dispense food and other items, and some 6 million of them have sophisticated coin selectors for detecting imitation coins and slugs.

If the substitute metal selected had electrical properties that varied greatly from those of a coin of nearly pure silver, the sensing devices would have to be changed—a process that would take about three years to complete. The public would suffer many inconveniences in attempting to operate machines that had not been adjusted.

Since the new coins and the old coins will circulate side by side, the public will not be inconvenienced because either type will operate the machines and devices.

Q. *How will the public react to the new coins?*

A. That, of course, is hard to predict. The new dimes and quarters will not have the same brilliance as the silver coins, and the public will have to get used to seeing the copper ring around the edge. But one aspect of the new coins is certain: They will have the same purchasing power as the silver coins. And, once the novelty has worn off, it is assumed that coinage will circulate without any problems.

Q. *Will silver coins be hoarded once the new coins come out?*

A. Some people may feel that the silver coins will eventually have some numismatic value to collectors. However, when you stop and think of the many billions of these coins now in circulation, it is obvious that it will be years and years before these coins have any value as collectors' items.

Q. *Will people hoard coins for the silver, hoping that the price of silver will rise?*

A. It is possible that speculators will attempt to accumulate large quantities of silver coins in the expectation that the price of silver will go up. Such speculators would be ignoring a few basic considerations.

First of all, since the Treasury will need very little silver for coinage, its stockpile can be used to keep the price of silver down. It will be many years before this supply is exhausted.

In the meantime, the speculators will be losing \$35 to \$40 per \$1,000 on their coins each year. This is the amount of annual interest they would be earning if they put the money in a Government-insured savings account at a bank or invested it in U.S. savings bonds.

On top of this lost interest, the speculators would have to pay to have the coins protected in a vault or they would risk the loss of the coins through theft.

To recover these expenses and make a profit, the price of silver will have to rise sharply. Then the speculators could only make a profit by melting down the coins and selling the silver. The law passed by Congress gives the Treasury standby authority to prohibit the melting, exporting or treating of United States coins. There can be little doubt that, if speculation is evident, the Treasury will move quickly to prohibit melting of silver coins.

Q. *What is Gresham's law that everyone is writing about?*

A. Gresham's law says, in effect, bad money drives good money out of circulation. Sir Thomas Gresham explained this principle to Queen Elizabeth in 1558. In those days it was common practice to take a coin and scrape off a few particles of silver. The coin was still accepted at face value although it contained less silver than when it was coined. By repeating this process with all coins, a person could accumulate a small supply of silver. Because of the practice of shaving coins, it was only natural that individuals would save the newer coins and spend the older ones that had been slightly debased.

Q. *Will Gresham's law hamper our new coinage system?*

A. No. While this principle had universal application when all coins had an intrinsic value, it does not hold true when various coins have the same face value. For example, when cupronickel coins were introduced in Great Britain right after World War II, the older silver coins continued to circulate freely.

Since the Treasury will produce both types of coins during a transition period, it is reasonable to expect that both types will circulate side by side and keep the commerce of the United States flowing smoothly.

Q. *When will the first supply of the new coins be put into circulation?*

A. The new quarter should appear early in 1966, or if seasonal demand for coins is extra heavy during the Christmas holidays, the Treasury may introduce it late this year. The San Francisco assay office, which has not been used for minting since 1955, is being brought back into use to make sure that enough minting facilities are available during the transition period.

The Treasury has indicated its intention of making 3.5 billion new coins during the fiscal year July 1, 1965, to June 30, 1966. This production figure is about 1.5 billion higher than the number of corresponding silver coins produced during the fiscal year ending June 30, 1965. During the second fiscal year of operations with the new coins — July 1, 1966, to June 30, 1967 — the Treasury will, if necessary, bring the total output up to 7 billion. President Johnson has indicated that the production schedule will be such that within a period of less than three years we could, if necessary, meet total coinage needs out of production of the new coins.

Q. *Can the mints produce sufficient amounts of the new coins to meet our needs?*

A. During the 12-month period ending June 30, 1964, the mints produced a total of 4.3 billion coins. The following year, ending June 30, 1965, production was up to 7.2 billion. In the current fiscal year the mints plan to produce 11 billion coins, 3.5 billion of which will be the new coins. In the following year, production is estimated at 15 billion coins of which about 7 billion will be the new dimes, quarters and half-dollars. Such a production schedule will certainly meet our increasing coinage needs.

Q. *What problems will there be during the transition to the new coinage system?*

A. The Treasury does not expect any problems to complicate the changeover. However, this is the first major change in the United States currency system since President George Washington signed the Mint Act of April 2, 1792, so it is possible that something unforeseen might develop. For this reason, Congress has authorized President Johnson to establish a Joint Commission on the Coinage. Its membership will include the Secretary of the Treasury, the Secretary of Commerce, the Director of the Budget Bureau, the Director of the Mint, 12 members of Congress and eight members who will be appointed by the President to represent the public.

This commission will study the coinage situation and deal with any problems that crop up. It will advise the President, Congress and the Secretary of the Treasury on the results of the studies it undertakes on various aspects of our coinage system.

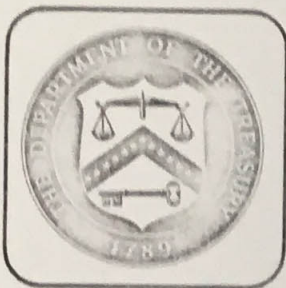
Q. *What can American citizens do to make sure the transition to the new coinage system works smoothly?*

A. First, they must understand that the nation faced a choice of having some new coins without silver or having an economy without enough coins to keep it working properly. That is not a difficult decision to make, and Congress wisely chose to eliminate silver from dimes and quarters and reduce the silver content of the half-dollars.

Once the background is understood and once it is apparent that the new coins will have the same purchasing power as the old ones, it is anticipated that Americans will use common sense and spend both types of coins freely.

With the new coins used side by side with the old ones during the transition period, there is no reason why the new coinage system cannot serve the country well for years and years to come.

sauri Americae Septentrionalis Sigillum," translated as "The Seal of the Treasury of North America." The new seal bears the



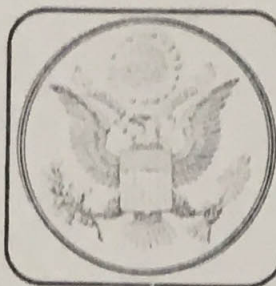
date "1789," the year of the Department's creation. Balance scales, representing justice; a key, the emblem of official authority; and a chevron with 13 stars for the original states appear on the seal. On United States notes, the Treasury seal, along with the serial numbers, is overprinted in red; on Federal Reserve notes, these features are overprinted in green.

16 positions of important features on paper currency

(2) the great seal of the united states.

Both the obverse and the reverse of the Great Seal of the United States, adopted in 1782, are reproduced on the back of \$1 bills. The obverse depicts an American eagle breasted by our national shield. The eagle holds in its right talon an olive branch of 13 leaves and 13 berries symbolic of peace. In the left talon are 13 arrows signifying the original colonies' fight for liberty. A ribbon flying from the beak of the eagle is inscribed with the Latin motto, "E Pluribus Unum," translated "One out of many," in reference to the unity of the 13 colonies as one government. Over the ea-

gle's head is a constellation of 13 five-pointed stars surrounded by a wreath of clouds.



The reverse of the seal depicts a pyramid, with 1776, the year of the Declaration of Independence in the Roman numerals "MDCCLXXVI" on its base. The pyramid represents permanence and strength. Its unfinished condition symbolizes that there was still work to be done to form a more perfect government and signifies the expectation still work to be done to form a more perfect Union. The eye in the triangular glory represents an all-seeing Deity. The words "An-nuit coeptis," translated as "He [God] has favored our undertakings," refer to the many interpositions of Divine Providence in the forming of our Government. "Novus Ordo Seclorum," translated as "A new order of the ages," signifies a new American era.

17

(3) portraits of great americans

Law specifies that "No portrait shall be placed upon any of the bonds, securities,

notes, fractional or postal currency of the United States, while the original of such portrait is living." (31 U.S.C. 413). Accordingly, the portraits used on our paper money are those of deceased persons whose places in history are well known to the American people.

(4) pictures of famous buildings or monuments.

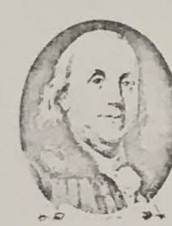
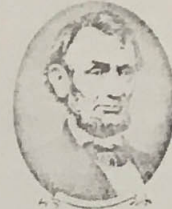
Along with the introduction of small-sized currency notes in 1929, uniform back designs were adopted, many of them including vignettes of buildings or monuments closely associated with the persons pictured on the faces of the notes.

The portraits and back designs on United States currency notes now being printed are as follows:

Denomination and Class	Portrait	Back Design
\$1 Federal Reserve Note	Washington	Great Seal of the United States (Obverse and Reverse)
\$2 Federal Reserve Note	Jefferson	Signing of Declaration of Independence
\$5 Federal Reserve Note	Lincoln	Lincoln Memorial
\$10 Federal Reserve Note	Hamilton	U.S. Treasury Building
\$20 Federal Reserve Note	Jackson	White House
\$50 Federal Reserve Note	Grant	U.S. Capitol
\$100 Federal Reserve Note	Franklin	Independence Hall
\$100 United States Note	Franklin	Independence Hall

Notes of the \$500, \$1,000, \$5,000, and \$10,000 denominations have not been printed for many years and, as they are returned to Federal Reserve banks, are removed from circulation. The portraits selected for these notes were: McKinley for the \$500, Cleveland for the \$1,000, Madison for the \$5,000, and Chase for the \$10,000.

The Series 1976 \$2 Federal Reserve Note was issued on April 13, 1976. The obverse features an engraving of Thomas Jefferson



taken from a portrait painted in the early 1800's by Gilbert Stuart. The reverse of the note incorporates a rendition of the "Signing of the Declaration of Independence" painted by John Trumbull during the post-Revolutionary War period, and which now hangs in the Trumbull Gallery at Yale University.

The reissuance of the \$2 bill is estimated to save the government \$4-7 million per year in printing, handling and distribution of one-dollar bills.

star notes

When a note is mutilated in the course of manufacture it has to be replaced. To replace it with a note of exactly the same serial number would require the use of special machinery and would be costly and

Ladies & gentlemen, if you'll form a large circle around this table I will explain what these things are to you.

Up until 1965, we took care of every aspect of the minting process ourselves. We started with the long slab on the table (point out ingot). Those are called ingots. ^{This} That particular ingot is copper and it weighs 500 pounds. We would heat the ingot to almost melting point, send it through rolling machines and the end result was quite similar to the coil at the edge of the table.

We now have our own manufacturer who supplies us with the coils -

On top of the ingot is webbing. the Olin Brass Corp. Those coils weigh between 4 and 7 thousand pounds. We only make coins here in the Denver Mint. All paper money is

(print out webbing) ^{Federal} made in Washington, at the Bureau of printing and engraving. There is a mint in Philadelphia, and one other is in San Francisco. Last year, coils have

been sent the San Francisco Mint was re-opened as a museum, they only make proof through the punch presses sets and medals there.

this is what it will look like. The next part of our tour is the main press room. If anyone has

The webbing constitutes any questions, feel free to ask.

30% of each coil.

It will Press Room

be sent through

the rest of the machine and The first thing I'm going to do in this area, is explain our display

Chopped items and then I will tell you about the machines down below.

up to clips,

The clips will The three machines on the rear table are coin separating machines,

be sent back

to our they were used in WWII to separate the Jefferson nickel. The nickel manufacturers

It is a found in the coin was used in the war effort in making nickel plated

recycling batteries. Later on they were rebuilt and used to detect counterfeit

process and we use newly

quarters.

100% of

each coil.

This is an assay scale. It was built in the late 18, early 1900's.

On the other side of the scale is a set of Troy weights used for the scale. Many parts of the scale are made by hand. It is used to weigh ^{metal} precious metal. We still use the scale today to weigh gold and silver and if you set it up correctly, you can accurately weigh a paper dollar bill on it.

On the other side of the pillar is an ^{automatic} ~~automatic~~ coin weighing machine. This machine was used up until 1925. Up until that time, we had to weigh every one of our coin blanks separately. That is because each blank had to contain the correct amount of gold or silver for the denomination of the coin. The coils we receive from the Olin Brass Corp. today contain the correct amount of ^{metal} ~~metal~~ already. We do weigh here in the mint today but it is only for bulk weight.

The machines down below are press machines where the impression is being stamped on to the coin. We stamp both the obverse and reverse side of the coin simultaneously. It takes between 40 to 150 tons of pressure ^(per square inch) to make the impression. It is made with dies. These dies are manufactured at the Philadelphia Mint. The average life of a die is approximately a million and a half strokes. This is any where between $1\frac{1}{2}$ and 3 days.

~~We stamp 4 coins per stroke at a rate of 450 per minute per machine.~~
 we stamp 4 coins per stroke for pennies, nickels + dimes and two coins per stroke for 25c + 50c. This averages between 225 to 450 coins per minute per machine.
 We do operate continuously 24 hours a day, 5 days a week.

Pause for them to review the machines. Answer questions and go to other if any

Mike. Explain the display cases (contain a representative sample of the

^{coins + medals} ~~coins~~ we have for sale in Num. and will be conclusion of the tour). Direct ^{which} their attention to coin production board.

The left side of board is \$ average of one days production. This average is accumulated over the year and does not coincide with the right side of the board which is actual production for an 24 hour period. Pennies (or yesterdays production) are 76% of production to compensate for penny shortage.

→ Count & Review - look at page 5 for C+R
Gold Hall

Each of the 6 bars weighs 400 Troy ounces, 33 1/3 Troy pounds (27 3/4 reg.). ^{On the bars the number, the taken} The 33 represents melted ^{small chip} out of bar on right is ^{an} assay chip. Periodically, the government will audit the gold. ^{the} That particular assay merely identifies the lot. ^{at the} Current price of gold per ounce, each bar is valued at _____. ^{our} The entire display is _____.

We are the third largest gold depository for the government. The largest is Fort Knox, the second is New York Assay Office. ^{which was built in 1964.}

This is the oldest portion of the building. Point out: Light fixtures ^{original + converted, from gas to electricity}
Marble gray - Vermont and Tennessee.

red - Italian

Seal - originally in vestibule, bronze, replaced with mosaic tile piece.

Lead them down stairs to Num.

Sales Room

Explain that its last part of tour and then point out -

- 1) cabinets - contain artifacts dating back to 1904
- 2) Carson City exhibit of uncirculated coins
- 3) displays - on loan from 1st National Bank ^{\$20 gold}
^{A 20 gold piece minted in 1906 by the Clark Grune & Company.}
^{Before the price pieces now worth over \$20,000.00}
^{at gold skyrocketed this gold piece was valued at \$15,000.}

Explain about press if running. Tell them where to get on the

mailing list and how to get out of building.

5

Count & Review

In the center of the room is reviewing table used to review coin blanks.
in the blanks

They are checking for defects, a random sample are reviewed. The other machines
in this area are coin counting machines. Coins are counted twice within each machine taking
3-5 minutes to fill up one bag of coins. After they are full, they are sewn up
by a hand held sewing machine. The denomination for the bags are \$50.00 - pennies,
bags and 1000.00 bags for the \$200.00 - nickel, ~~\$1,000.00~~ - quarters, dimes, and half dollars.

The bags are loaded on to the pallots holding 80 bags. They are weighed
and then stored here in the Mint while they await shipment to one of the 12
Federal Reserve Banks located across the country. The Federal Reserve recounts
will eventually the coins and distributes them to their 24 member banks and on into circulation.
Right now you are reviewing well over a quarter of a million dollars on the
floor below. Tell about security procedures. ~~Explain the display cases~~

(~~contain a representative sample of the coin we have for sale in NUM. and~~
~~will be the conclusion of the tour~~). Direct their attention to coin production
board. The left side of board is \$ average of one days production. This
average is accumulated over the year and does not coincide with the right side
of the board which is actual production for on 24 hour period. Pennies are
76% of production to compensate for penny shortage.

→ Every time we leave we are searched.
Our coins are dumped onto a tray the
police men look them over to see if they have
been circulated. We all go through metal
detectors very similar to the ones in the
airports.

The people working down in the plant are
under surveillance.

For the next part of our tour we will view our gold
exhibit. We will be going down the hall behind me,
as you enter into the hall on the right side you
will find a public restroom. If you do not need
proceed down the hall.



OFFICE OF
DIRECTOR OF THE MINT

DEPARTMENT OF THE TREASURY
BUREAU OF THE MINT
WASHINGTON, D.C. 20220

March 2, 1981

RECEIVED

MAR 9 1981

OFFICE OF
SUPERINTENDENT

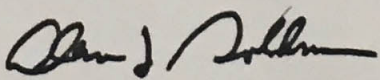
Superintendent, U.S. Mint, Philadelphia, PA 19106
Superintendent, U.S. Mint, Denver, CO 80204
Officer in Charge, U.S. Old Mint, San Francisco, CA 94103

If not already completed, your office is directed to assign and affix inventory control numbers to each exhibit item on display in your Museum or Public Sales Division. This should be done for all Mint items and items on loan. Since it is not feasible to affix tags to all items, a control number will be placed adjacent to such items in a manner that will make the item clearly identifiable.

Also, upon receipt of items on loan all items will be carefully checked against an inventory listing provided by the owner. When a discrepancy in the inventory provided by the owner is noted, a written confirmation of the discrepancy is to be obtained from the owner prior to acceptance. If a inventory listing of items to be loaned is not provided by the owner, your office is to obtain a waiver from the owner, exonerating the Museum or Public Sales Division from responsibility for any items missing.

Your cooperation is appreciated.

Sincerely,


for Stella Hackel Sims
Director of the Mint

cc: Marie Prentice
Judith Wagner
T. Diaforli
F. Frere

		Quantity
011	Sm. Easels	8
012	Lg. Easels	7
021	Sm. Presidential case	1
022	Lg. Presidential case	1
031	Single display case	16
032	Sample display case	4
033	Dome	1
041	Presidential display board	7
042	Custom House display board	1
056	America's first medals	2
076	Uncirculated Bicentennial Sets	7
080-P	Philadelphia Souvenir Sets	8
0762	Proof Bicentennial Sets	7
077-D	Denver Mint Souvenir Sets	10
078-D	Denver Mint Souvenir Sets	3
079-D	Denver Mint Souvenir Sets	96
080-D	Denver Mint Souvenir Sets	8
081-D	Denver Mint Souvenir Sets	6
092	A.N.A. Souvenir Sets	10
097	Dollar Souvenir Sets 1980	3
1003	Our American Coins	1
072-D	Denver Mint Souvenir Sets	10
1078	Annual Report - 1978	1
101	<u>Presidential Medals</u>	2
102		2
103		2
104		2
105		2
106		2
107		2
108		2
109		2
110		2
111		2
112		2
113		2

Secretaries of the Treasury

Display

210	1
211	1
212	1
213	1
214	1
215	1
216	1
217	1
218	1
219	1
220	1
221	1
222	1
223	1
224	1
225	1
226	1
227	1

Directors of the Mint

301	1
302	1
303	1
306	1
308	1
316	1
319	1
320	1
321	1

Army Medals

401	1
402	1
403	1
404	1
405	1
410	1
423	1

	Display
620 Indian Peace Medal & George II	3
622 First Steam Coinage	2
623 Union Pacific Railroad	1
624 Emancipation Proclamation	2
627 Indian Peace Grant	2
628 Indian Peace Hayes	2
629 Indian Peace Garfield	3
630 Indian Peace Arthur	1
631 Indian Peace Clereland	1
632 Indian Peace Harrison	1
633 Let Us Have Peace, Grant	1
634 Steward Robinson	2
635 U.S. Diplomatic	2
636 Great Seal Centennial Medal	2
638 Lincoln Centennial	2
639 Dright Brothers	1
640 Abraham Lincoln	3
645 Charles A. Lindbergh	2
648 Benjamin Franklin	1
655 Dr. Thomas A. Dooley II	1
660 Transpo 72	2
661 J. Edgar Hoover	1
662 Brig. Gen. Chas. E. Yeager	1
666 John Wayne	2
671 Simon Wiesenthal	2
663 Marian Anderson	2
703-D Denver Mint Medal Blank	39
701 Philadelphia Mint	1
703 Denver Mint	5
703-B Denver Mint without loop	1
704 San Francisco Assay office	1
705 First coinage medal	2
706 White house medal	2
708 New Youk Assay office	2
709 U.S. Bullion Dep. Dest Point	1
710 U.S. Bullion Dep. Fort Knox	1

668 3"
669 1 5/16 Robert Kennedy

Small Presidential Medals

	Display
821	6
822	6
823	6
824	6
825	7
826	7
827	6
828	6
829	6
830	8
831	7
832	8
833	7
835	8
837	6
838	7
839	6
840	8
841	7

Gold - Plated Presidential Medals
A - with loop B - without loop

801-B	1
802-B	1
803-B	1
804-B	2
805-B	1
806-B	1
807-B	1
808-B	1
809-B	1
810-B	1
811-B	2
812-B	2
813-B	1
814-B	1

	Display
8002 Medals of the U.S. Mint	1
9001 George Washington	1
9016 Abraham Lincoln	1
9034 John F. Dennedy	1
943 Assay Commission	1
9400 Obverse of Great Seal of U.S.	1
9402 Dept. of the Treasury	1
9500 Declaration fo Independence	1
9501 Gettysburg Address	
Galvanos	1
Obverse Mary Brooks	1
Obverse Eisenhower Dollar	1
Reverse Eisenhower Dollar	1
Obverse Eisenhower List Medal	1
Reverse Eisenhower List Medal	1
Obverse Nixon List Medal	1
Reverse Nixon List Medal	1
Reverse Mary Brooks	1
Obverse Ford List Medal	1
Reverse Ford List Medal	2
Obverse Jimmy Carter	2
Reverse Jimmy Carter	1
Obverse Denver Mint Medal	2
Obverse Anthony Dollar	2
Reverse Anthony Dollar	1
Obverse John Kennedy	1
Reverse John Kennedy	1
Coinage Production Special	1 set
Dollar Lead face Dies and Coins	1
Reverse Coin Production Special	1
Obverse Lyndon B. Johnson	1
Reverse Lyndon B. Johnson	1
Obverse Colorado Centennial	1
Reverse Colorado Centennial	1

PATTERSON

DENVER

(Traveler's Checks)
(Cash)

(9,999.99)

Over-the-Counter Medals Sales System

	ID No	NOMENCLATURE	PRICE		ID No	NOMENCLATURE	PRICE
Numismatics	11	Sm Easels	.10		131	F. Roosevelt	10.00
	12	Lg Easels	.15		132	Truman	
	21	Sm Pres Cse	1.25		133	Eisenhower	
	22	Lg Pres Cse	2.00		134	Eisenhower	
	31	Disp Case	.60		135	Kennedy	
	33	Dome	1.50		136	L Johnson	
	41	Pres Board	3.50		137	L Johnson	
	42	Cust Board	3.50		138	Nixon	
	56	Amer First	55.00		139	Nixon	
	57	GW Proof	12.00		140	Ford	
Coining	58	GW Unc	10.00		141	Carter	
	70	83 ANA Mid	2.00		142	Reagan	
	81	1981 P Sets	4.00				
	8104	1981 D Sets	4.00		201	Hamilton	10.00
	83	1983 P Sets	4.00		202	Windon	
	8304	1983 D Sets	4.00		203	Carlisle	
	90	Olympic	32.00		204	Manning	
	96	1979 SBA	4.00		205	Gage	
	97	1980 SBA	4.00		206	Shaw	
	71	1981 ANA NO	3.00		207	Cortelyou	
Presidents	72	1982 ANA Box	2.00		208	MacVeagh	
	101	Washington	10.00		209	McAdoo	
	102	J Adams			210	Glass	
	103	Jefferson			211	Mellon	
	104	Madison			212	Mills	
	105	Monroe			213	Woodin	
	106	J Q Adams			214	Morgenthau	
	107	Jackson			215	Vinson	
	108	Van Buren			216	Snyder	
	109	W Harrison			217	Humphrey	
Secretaries	110	Tyler			218	Anderson	
	111	Polk			219	Dillon	
	112	Taylor			220	Fowler	
	113	Fillmore			221	Gallatin	
	114	Pierce			222	Barr	
	115	Buchanan			223	D Kennedy	
	116	Lincoln			224	Connally	
	117	A Johnson			225	Shultz	
	118	Grant			226	Simon	
	119	Hayes			227	Blumenthal	
	120	Garfield			228	Miller	
	121	Arthur			229	Regan	
	122	Cleveland					
	123	B Harrison					
	124	McKinley			301	Rittenhouse	10.00
	125	T Roosevelt			302	Patterson	
	126	Taft			303	Snowden	
	127	Wilson			304	Pollack	
	128	Harding			305	Linderman	
	129	Coolidge			306	Burchard	
	130	Hoover			307	Kimball	

ID NO	NOMENCLATURE	PRICE
308	Leech	10.00
309	Preston	
310	Roberts	
311	Von Engelken	
312	Woolley	
313	Baker	
314	Scobey	
315	Grant	
316	Ross	
317	Brett	
319	E Adams	
320	Brooks	
321	Hackel	
322	Pope	

ID NO	NOMENCLATURE	PRICE
401	Washington	10.00
402	Gen Gates	
403	Gen Morgan	
404	Lt Co Howard	
405	Lt Co Wash	
406	De Fleury	
407	Gen Wayne	
408	Mj Gn Greene	
409	Mj H Lee	
410	Mj Gn Scott	
411	Mj Gn Gaines	
412	Mj Gn Porter	
413	Mj Gn Brown	
414	Br Gn Miller	
415	Br Gn Ripley	
416	Mj Gn Macomb	
417	Mj Gn Jacksn	
418	Mj Gn Hrison	
419	Gov Shelby	
420	Col Croghan	
421	Tylr Pal Alt	
422	Tylr Monterey	
423	Tylr Bna Vis	
424	Mj Gn Scott	
425	Mj Gn Grant	
427	Mj Gn Scott	
428	Kittanning	
429	200 Ann Army	

ID NO	NOMENCLATURE	PRICE
501	J P Jones	10.00
502	Cpt Truxtun	
503	Cpt Preble	
504	Cpt Hull	
505	Cpt J Jones	
506	Cpt Decatur	
507	Cpt Bnbridge	
508	Cpt Burrows	
509	Lt McCall	

ID NO	NOMENCLATURE	PRICE
510	Cpt Perry	10.00
511	Cpt Elliott	
512	Cpt Lawrence	
513	Cpt McDonugh	
514	Cpt Henley	
515	Lt Cassin	
516	Cpt Warnngton	
517	Cpt Blakely	
518	Cpt Biddle	
519	Cpt Stewart	
520	Resc Ofcrs	
521	Cpt Ingraham	
522	Cpt Perry	
52201	PA Volntrs	
523	Vanderbilt	
525	SF Stmshp Rs	
526	Cmdor Perry	
527	Metis Shpwrk	
528	Life Saving	
529	Lt V Blue	
532	Amer Fleet	
533	Adm Rickover	
534	200th An Nv	
535	200th An Mar	

ID NO	NOMENCLATURE	PRICE
601	Time Inc Fme	3.00
602	Cabinet	1.50
603	Wash & Jack	1.50
604	Coin Cabnet	8.00
605	Pres Relnqsh	7.00
606	Allegiance	3.00
607	Wash & Linc	1.50
608	Wash & Grant	1.50
609	Wash Wreath	1.50
610	Wash Bic	8.00
611	Garfield	3.00
612	Linc & Garf	1.50
613	PA Bicnt	3.00
614	Vly Frg Cent	7.00
615	Linc & Grant	1.50
616	Brkn Column	1.50
617	Japnese Emb	10.00
618	F H Rose	10.00
619	L Agassiz	8.00
620	Ind Peage	7.00
621	D Hosack	3.00
622	Fst Stm Coin	3.00
623	Un Pcf RR	7.00
624	Eman Procl	7.00
625	C W Field	10.00
626	J Pancoast	10.00
627	Ind Pc Grnt	8.00
628	Ind Pc Hayes	15.00
629	Ind Pc Grfld	15.00

ID NO	NOMENCLATURE	PRICE
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1080	Ann Rept	6.50
1081	Ann Rept	4.50
1180	Dom & For Cn	5.50

1776	Bic Prf	12.00
1976	Bic Unc	9.00

2001	Mosaic P C	.15
2002	Mosaic PC	.15
2003	Mosaic PC	.15
2004	Mosaic PC	.15
2005	Mosaic PC	.15
2006	Mosaic PC	.15

4000 Gold Pres Et " 162.50

8002	Medals Book	6.25
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9001	Washington	3.50
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9002	J Adams	
9003	Jefferson	
9004	Madison	
9005	Monroe	
9006	JQ Adams	
9007	Jackson	
9008	Van Buren	
9009	W Harrison	
9010	Tyler	
9011	Polk	
9012	Taylor	
9013	Fillmore	
9014	Pierce	
9015	Buchanan	
9016	Lincoln	
9017	A Johnson	
9018	Grant	
9019	Hayes	
9020	Garfield	
9021	Arthur	
9022	Cleveland	
9023	B Harrison	
9024	Mc Kinley	
9025	T Roosevelt	
9026	Taft	

ID NO	NOMENCLATURE	PRICE
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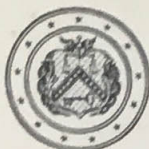
9029	Coolidge	3.50
9030	Hoover	
9031	F Roosevelt	
9032	Truman	
9033	Eisenhower	
9034	Kennedy	
9035	L Johnson	
9036	Nixon	
9037	Ford	
9038	Carter	
9039	Reagan	

9100	Jay	3.50
9101	Rutledge	
9102	Ellsworth	
9103	Marshall	
9104	Taney	
9105	Chase	
9106	Waite	
9107	Fuller	
9108	White	
9109	Taft	
9110	Huges	
9111	Stone	
9112	Vinson	
9113	Warren	

9200	Washington	4.00
9201	Jefferson	
9292	Lincoln	
9203	Grant	
9204	McKinley	
9205	T. Roosevelt	
9206	Taft	
9207	Wilson	
9208	Harding	
9209	Coolidge	
9210	Hoover	
9211	F Roosevelt	
9212	Truman	
9213	Eisenhower	
9214	Kennedy	
9215	L Johnson	
9216	Nixon	
9217	Ford	
9218	Carter	
9219	Reagan	

ID NO	NOMENCLATURE	PRICE	ID NO	NOMENCLATURE	PRICE
630	Ind Pc Arthr	15.00	750	N Orleans	1.00
631	Ind Pc Cleve	15.00	751	S F	1.00
632	Ind Pc Harsn	15.00	770	Grgtwn Cust	10.00
633	Have Peace	7.00	771	Grgtwn Cust	.75
634	Swd-Robinsn	10.00	772	Boston Cust	.75
635	US Diplmtc	8.00	773	S F Cust	.75
636	GR Seal	8.00	774	Whlng Cust	.75
637	J Francis	10.00	775	Savnh Cust	.75
638	Linc Cent	8.00	776	N Orln Cust	.75
639	Wright Bros	15.00	777	Galvstn Cust	.75
640	Lincoln	10.00	778	N Y Cust	.75
641	Wilson	7.00	779	Galena Cust	.75
645	Lindbergh	8.00	780	Provd Cust	.75
647	Mt Vernon	7.00	781	Yrktwn Cust	.75
648	B Franklin	10.00	800	Presidents	30.00
649	FDR	10.00			
651	VP A Barkly	10.00			
652	Jonas Salk	10.00	801	Washington	.75
653	Goddard	8.00	842	except 834 & 836	
654	R Frost	10.00			
655	T Dooley	10.00			
656	S Rayburn	10.00	80107	Washington	4.50
657	US SS	8.00	84207	except 834 & 836	
658	Diplo Cour	10.00			
659	Transpo	10.00			
660	Transpo	.75	80114	Washington	4.00
661	J Hoover	10.00	84214	except 834 & 836	
662	Gen Yeager	10.00			
663	M Anderson	10.00			
664	Ira Eaker	10.00			
665	Balloonist	1.50			
666	John Wayne	10.00			
667	John Wayne	1.50	84103	Carter	2.25
668	RFK	10.00			
669	RFK	1.50	901	John Jay	10.00
671	Weisenthal	10.00	902	Rutledge	
672	Taylor	10.00	903	Ellsworth	
673	Am Red Cross	1.50	904	Marshall	
674	Queen Betrix	1.50	905	Taney	
675	F Waring	1.50	906	Chase	
676	Lamour	1.50	907	Waite	
677	Joe Louis	1.50	908	Fuller	
			909	White	
701	Philadelphia	.75	910	Taft	
702	Philadelphia	10.00	911	Hughes	
703	Denver	.75	912	Stone	
704	SF	.75	913	Vinson	
705	Frst Coinge	1.00	914	Warren	
706	White House	.75	915	Burger	
707	Treasury	10.00	943	1977 Assay	25.00
708	N Y	.75			
709	W Point	.75			
710	Ft Knox	.75			
713	Treasury	.75			
714	Philadelphia	1.00			
703	Denver (Small)	.75			
70304	Denver (Large)	1.00			
70307	Denver W Loop	4.50			
70314	Denver W/O Loop	4.00			

ID NO	NOMENCLATURE	PRICE
9300	BEP	3.50
9301	Captl E Vw	
9302	Captl SE Vw	
9303	Lincln Mem	
9304	Monticello	
9305	Mt Vernon	
9306	Sup Court	
9307	Treas Dept	
9308	Wakefield	
9309	Wash P O	
9310	Wh House NE	
9311	Wh House SO	
9312	Wh House SE	
9313	Indep Hall	
9400	Obv Gr Seal	.80
9402	Treas Seal	.80
9501	Getys Adres	4.50
9502	Flag Alleg	1.00



OFFICE OF SUPERINTENDENT
UNITED STATES MINT

TREASURY DEPARTMENT

UNITED STATES MINT SERVICE

DENVER 4, COLO.

INFORMATION REGARDING TOURS OF THE DENVER MINT

Prior to November 5, 1962, all tours of the Denver Mint were accomplished through reservations; since that time we have changed to an "open-door" policy—that is, first come, first served.

GENERAL.—The Mint is open for tours all year with the exception of a period covering two to four weeks in June (sometimes extending through July 4) when there is an official shutdown of coinage operations for inventory. This year, 196__, we will be closed _____ through _____. The Mint is closed on Saturdays, Sundays, and holidays.

All tours are conducted, and there is no charge. A tour takes approximately one-half hour.

RESTRICTIONS.—Children under the age of 8 must be accompanied by their parents—who will assume all responsibility.

SCHEDULES.—Following are the hours that visitors may assemble for tours:

Summer hours: (July__ to Labor Day)

7:45 a.m. to 11:00 a.m.
12:30 p.m. to 3:00 p.m.

Remainder of year:

9:00 a.m. to 11:00 a.m.
1:00 p.m. to 2:30 p.m.

Note: We are equipped to take 25 to 30 people every 15 minutes.

#

*In order not to disappoint those wishing to make the tour during the inventory shutdown period, we allow the public to view a gold display on first floor; this may be done between 8:30 a.m. and 3:00 p.m.

#

Date _____

This card will admit a party of _____

to the Denver Mint for a tour on _____

a.m.

at _____ p.m.

Children under the age of 8 are not permitted to make the tour. Cameras are not allowed in the building.

(Mrs.) Fern V. Miller
Superintendent

320 West Colfax

TREASURY DEPARTMENT
MINT OF THE UNITED STATES AT DENVER, COLO.
OFFICIAL BUSINESS

POSTAGE AND FEES PAID,
U. S. TREASURY DEPARTMENT.



TREASURY DEPARTMENT

UNITED STATES MINT SERVICE

DENVER 4, COLO.

OFFICE OF SUPERINTENDENT
UNITED STATES MINT

Dear

We are happy to inform you that a reservation has been made
for your party of *_____ to tour this Mint on _____,
_____ at _____.

For your information, no cameras are allowed in the building;
also, the tour takes approximately one hour.

Very truly yours,

(Mrs.) Alma K. Schneider
Superintendent

*This number is subject to the following restriction: Children under
the age of 8 are not permitted to make the tour.



OFFICE OF THE SUPERINTENDENT
UNITED STATES MINT

TREASURY DEPARTMENT

UNITED STATES MINT SERVICE

PHILADELPHIA, PA. 19130

16th and Spring Garden Streets

PM-28

GUIDED TOURS

Fall, winter, and spring tours are conducted Monday thru Friday (holidays excluded) at 10 a.m. - 11 a.m. - 1 p.m. and 2 p.m.

Groups of ten or more persons must make reservations at least two weeks in advance, either by phone (597-7350) or on the attached form.

Groups of children under eight years of age are not permitted to make a tour even though accompanied by an adult.

Individuals and families may visit the Mint at the above hours without a prior reservation.

Since our facilities are limited, a single group cannot exceed 50 persons. Where there is more than one bus load or more than 50 persons, arrangements have to be made to accommodate the group by permitting one group of 50 - or one bus load - to make the tour while the others wait outside in the busses. As each bus load completes the tour, another bus load will be permitted to enter.

There is no charge.

The tour lasts 30 minutes.

IMPORTANT

Annually, the Mint is closed to visitors from approximately June 15 thru July 4. Tours are resumed on the first business day following the Fourth of July.

TOUR INFORMATION

.....

REQUEST FOR RESERVATION

Please schedule tour for _____ (Date) _____ (Hour)

for _____ of _____
(No. persons) (Name of organization or school)

under leadership of _____

(Street address) (City) (State) (Zip code)



Keep Freedom in Your Future With U.S. Savings Bonds

Return to Mint Office

WELCOME!

We thought that you, as an interested visitor, might enjoy learning something about the historical background of the Mint, as well as its current functions. Most people are curious to know where their money is made, and how, and it is our pleasure to see that you obtain as much information as we can give you during your short stay with us. Mr. Michael H. Sura, the Superintendent, and the entire Mint staff bid you welcome and hope the tour you are about to take will be remembered with pleasure.

THE MINT IN THE PAST

The U. S. Mint was established by Act of Congress approved April 2, 1792, and the law stipulated that it should be situated for the time being in Philadelphia, then the capital city. The original structure, which housed the National Mint for 40 years, was located on the east side of Seventh Street below Arch Street.

As the young Nation grew and prospered, additional minting facilities became necessary, and on the Fourth of July, 1829, the cornerstone was laid for a larger building. A marble edifice, modeled in the Grecian style, was erected on a site just off Penn Square, on the northwest corner of Chestnut and Juniper Streets, which was to serve for the next 70 years as the Mint's home.

THE MINT TODAY

The building you are visiting today takes up an entire city block on Spring Garden Street, between 16th and 17th Streets. Coinage operations were transferred here in October of 1901. The exterior is of Maine granite. The strongly-veined Italian marble walls and vaulted ceilings of the lobby create a most imposing entrance. Glass mosaic wall panels illustrate the ancient methods and processes of coinage and a solid mosaic of gold covers the ceiling. The mosaic work is an inlay of tiny glass tiles backed some with color and some with gold. It is beautifully executed and most expressive, and is considered to be a fine example of this art. To the right, as you enter the lobby, is the Visitors' Waiting Room. At the first landing of the Main Staircase, which faced you as you came into the building, is the entrance to the Numismatic Room, where coins, medals and historical items are on exhibition.

HOW MONEY IS MADE

The tour takes you along corridors overlooking workrooms in which the minting operations are being conducted. Here visitors can see the melting process. Various metals are alloyed in the Make-Up Room for the different denominations of coins. The metals are assembled in proper proportions and sent to the electric furnaces where they are melted. For example, silver coins are composed of pure silver alloyed, or mixed, with copper at the ratio of 80 percent silver and 10 percent copper; the 5-cent coins are 75 percent copper and 25 percent nickel and the 1-cent coins are 95 percent copper and 5 percent zinc. When the proper temperature has been reached, the metal is poured into moulds and cast into ingots or slabs 60 inches long, 3-1/2 inches wide and 1-1/2 inches thick. The ingots are passed through rolling mills a sufficient number of times to reduce them to the thickness required for each coin. From the resultant strips planchets are cut on blanking presses; the sizes of these planchets, or blanks, vary according to the denomination of coin for which they are intended. The blanks are annealed in suitable furnaces to "soften" them for the actual coining operation. The annealed blanks are then placed in big barrels resembling a cement mixer and they are tumbled about in prepared solutions to clean and polish them. Following this the blanks are put through an "upsetting mill" to produce the raised or thickened edge on the coins. This gives protection against wear. In the silver coins, the edge is reeded or grooved, as well, to forestall shaving away of the precious metal, but this operation is performed when the design is imprinted on the coins. The coinage operations are performed in the Coin Press Room, and it is here that the little discs take on an identity. They go into the presses as blanks and come out bearing the devices and inscriptions which make them coin of the realm; cents, nickels, dimes, quarters and half dollars. Special machines count and bag them in sealed containers, ready for distribution to the Federal Reserve Banks as they are needed to circulate the goods and services of the country.

COINS AND MEDALS

Coins are made at the Philadelphia and Denver Mints; paper currency is a product of the Bureau of Engraving and Printing in Washington, D. C. Our Mints also manufacture coins of different sizes and denominations for friendly foreign governments. In addition, the Philadelphia Mint prepares medals for our Armed Forces and other Government

agencies, and offers for public sale medals ranging from the Presidential Series; Secretary of the Treasury; Director of the Mint; and commemorative Army and Navy medals, through a miscellaneous group honoring other outstanding persons and events.

You have doubtless heard of the "Widow's Mite," referred to in Bible history. This was an actual coin, bronze, and said to be the smallest of ancient coins, weighing only 10 grains. It was worth about two-tenths of a cent. The piece is now in the Smithsonian Institution in Washington, D. C., along with the rest of the national coin collection, which is on public display.

Increased religious sentiment during the Civil War caused devout persons throughout the country to write the Secretary of the Treasury and other officials, urging that the Deity be recognized suitably on our coins. It was through the efforts of a Pennsylvania clergyman that action was taken which resulted in the adoption of the motto IN GOD WE TRUST.

UNCIRCULATED COIN SETS

Uncirculated coin sets contain pieces which were minted on high-speed presses for general circulation purposes. Although only the best uncirculated coins are used in the sets, the Mint cannot guarantee to furnish coins that are entirely free from blemishes.

The uncirculated sets contain coins from both the Philadelphia and Denver Mints. Each set contains ten coins, a 50¢, 25¢, 10¢, 5¢, and 1¢ piece struck at each Mint during the year, with a face value of \$1.32. Uncirculated coins are sold only in sets. The purchase price is \$2.40 a set, which includes handling charges, postage and insurance. The price is the same, whether the coins are purchased over the counter, or mailed to any place in the United States and its possessions.

Orders from any single purchaser up to a maximum of 80 sets will be accepted. Mail order requests for uncirculated coin sets will be accepted only at the Philadelphia Mint and should be directed to the Superintendent, United States Mint, Philadelphia, Pa., 19130. Orders must be accompanied by remittance in full in the form of a U. S. postal

money order or check made payable to the Superintendent, United States Mint, Philadelphia. Please do not send cash. Mail orders will be accepted beginning May 1 of each year, only for coins currently being manufactured for circulation. Coin sets are not returnable in exchange for cash refund.

Uncirculated coin sets of the current year may be purchased over the counter, beginning May 1 of each year, at the following locations:

United States Mint
18th and Spring Garden Streets
Philadelphia, Pennsylvania, 19139.

United States Assay Office
155 Hermann Street
San Francisco, California, 94102.

United States Mint
West Colfax and Delaware Streets
Denver, Colorado, 80204.

Cash Room
Treasury Department
15th & Pennsylvania Ave., N.W.
Washington, D. C. 20220

Coins minted in prior years are usually obtainable from dealers or collectors at prices determined by them. The Mint does not recommend dealers or collectors to whom inquiry could be made for this information.

PROOF COINS

Proof coin sets contain pieces made from carefully selected coin blanks that have been highly polished before being fed to the presses. Each coin is struck twice on a special coin press. The finished coins have an almost mirror surface. Proof coins are struck only at the Philadelphia Mint, and during the calendar year indicated by the date on the coins. They are sold only in sets. A set contains one each - 50¢, 25¢, 10¢, 5¢ and 1¢ (five coins). The price, \$2.10 per set, includes postage and insurance.

The coins are packaged as follows: 1 set (\$2.10); 2 sets (\$4.20); 5 sets (\$10.50); 10 sets (\$21.00); 50 sets (\$105.00); and 100 sets (\$210.00). The maximum per single order is 100 sets.

Requests for proof coins should be directed to the Superintendent, United States Mint, Philadelphia, Pennsylvania, 19130, and should be accompanied by remittance in full in the form of a U. S. postal money order, or check made payable to the Superintendent, United States Mint, Philadelphia. PLEASE DO NOT SEND CASH.

Acceptance of all orders is contingent upon the Mint's ability to meet the unpredictable demand. If the demand exceeds the supply, a cut-off date will be established, beyond which all orders will be returned. Orders are accepted in advance, commencing November 1st of each year; they are processed in sequence according to date of receipt, and filled as soon as possible after January 1st of the following year. Proof coin orders are not subject to cancellation by purchaser.

Only those coins currently being manufactured for circulation are included in the proof sets. Silver dollars have not been coined since 1935. Proof coins manufactured in prior years are not available at the Mint. Back issues are usually obtained from dealers or collectors at prices determined by them. The Mint does not recommend dealers or collectors to whom inquiry could be made for this information.

MELTING ROOM

This is the main melting room. Here we melt coinage alloys, using -

copper and zinc for one cent coins

copper and nickel for five cent coins

copper and silver for silver coins.

Melting of gold and other special alloys is done at other locations in the Mint.

Today we are melting _____ (To be ascertained by Guides
before starting Tour.)

In addition to regular U. S. coinage, this Mint makes medals for the Armed Forces and the Coast Guard, and all special awards authorized by the Congress or the President.

We also produce coins for friendly foreign governments, at various times.

Originally, coke was used to create the heat for the melting process - later gas was used - but now, electricity is used exclusively in high frequency furnaces.

The metals used in coin-making are alloyed; the percentages of metals in each alloy are controlled by law.

For 1 cent pieces - 95% copper and 5% zinc.

For 5 cent pieces - 75% copper and 25% nickel.

For silver coins - 10% copper and 90% pure silver.

The various metal mixtures - or melts, as they are called - are compounded from raw metals in the Make-Up Room, checked and weighed, and brought here to the Melting Room.

The prepared charge is then put into crucibles inside the 8 furnaces which can be seen on the platform across the far side of the room.

MELTING ROOM - Page 2

It takes about 40 minutes to melt 600 lbs. of these metals - at temperatures varying from 1960° Fahrenheit for silver, to 2150° for bronze and 2350° for nickel.

You will notice the melter occasionally putting a scoop of powdered charcoal into the melt. This protects the metal, prevents oxidation, and coagulates the slag which forms on top of the melted metal.

In front of the furnaces, on steel tracks, are the mold cavities into which the molten metal is poured. In these water-cooled molds, solid metal ingots are formed. The ingots are 63 inches long, 9 3/4 inches wide and 1 1/2 inches thick, and weigh about 300 lbs. each. The operator on the floor opens the mold, removes the ingot and puts it into the quenching tank, where it is thoroughly cooled. The rough edges are removed by a chipping hammer - the melt number is stamped on the ingots and they are then sent to the Rolling Mills in the basement.

(Worn and mutilated coins which are returned to the Mint by the banks - scraps from Coining department and recovered metals from floor sweepings are also melted down in this room and the metal converted into new ingots.)

PROOF COIN AND MEDAL MANUFACTURING SECTION

Proof Coins and Medals are made only in the Philadelphia Mint.

In order to manufacture Proof Coins, it is necessary to start with special ingots which are "scalped" or "overhauled". This removes any surface impurities. Then these "special" ingots are cold rolled on special mills which have polished rolls. These are located in the basement. The strips are finally "finish" rolled to thickness of coin to be manufactured and then the blanks are punched out. The "finishing" mill and blanking presses are seen in this room. The blanks are then taken to the basement where they are annealed in a special furnace and barrel burnished to a mirror finish. The polished blanks are kept in polishing solution to protect the surfaces and are taken out by Pressmen who inspect each one carefully before coining on special presses. Some presses are "knuckle action" and some "hydraulic". The dies used in Proof Coin manufacture are also polished to a mirror finish using a very fine diamond dust polishing medium. The coins are struck twice to insure a "perfect" impression. The struck coins are sent to our Inspecting and Shipping Unit where they are carefully examined one at a time by personnel wearing white cotton gloves, then machine sealed in a special plastic type material, inserted into envelopes and are ready for packing and shipping. Proof Coins are highly prized by Coin Collectors, who purchase them by Mail Order from the Philadelphia Mint only. A set of Proof Coin is one each of the five denominations, one-cent thru fifty-cent, and sells for \$2.10 mailed to destination.

Medals and decorations are also manufactured in this section. Many of these medals are for sale "over the counter" or by mail.

COIN PRESS SECTION

This is where the coins for regular circulation are actually "struck" or "coined". It is the last operation seen on the tour.

There are presently 33 automatic "knuckle action" presses in this area. Coins are manufactured at the rate of from 140 to 360 per minute varying as to press and denomination. The blanks are fed either one or two at a time and placed on bottom dies. On the down stroke of the press, the blank is squeezed between the "obverse" and "reverse" ("head" and "tail" dies) with the correct predetermined pressure. The reeded edge on silver coins is formed by the collar surrounding the dies. A plain edge collar is used for making 1¢ and 5¢ coins. Stamped coins are fed into a trap located at side of press. When trap is filled, Pressman carefully inspects a coin under magnifying glass to be certain it is acceptable and that press is functioning properly, then releases them from trap to bin on floor.

All material in process is weighed between each process on large balance scales which you can see at the far right. These scales are accurate to 1/100 troy ounce. They can detect the weight of 1/8 of a dime. The next process is counting.

The Counting Section is in the next room beyond the Press Room. Here the coins are double counted and bagged by automatic machines. The filled bags are sewn shut with portable sewing machines. All bags of silver coin contain \$1,000.00, bags of 5¢ coins - \$200.00, and bags of 1¢ coins - \$50.00. This is standard packaging at the Mint. The bags of coin are then weighed and sent to the Cashier's Division Vaults. All coins are issued to Federal Reserve Banks upon instructions from the Office of the Bureau of the Mint in Washington.

CABINET ROOM

This is the Cabinet Room. The walls are made of Vermont marble. The chandelier is hand made; it is bronze, 10 feet in diameter, weighs 3,500 pounds, contains 128 electric bulbs and cost \$3,400.00. (Made by Cassidy & Co., N. Y.)

The ceiling murals represent typical mining scenes:

South Mural is a winter scene which shows the handicaps faced and overcome by those who explored and developed the mining areas.

North Mural depicts the early methods used by prospectors "panning" for gold.

East Mural shows the early stages of mining operations, the miners investigating the terrain to find a suitable spot to start a mine shaft.

Exhibited in this room are:

Medals of the Presidential series - from George Washington to John F. Kennedy.

(Copies of these medals may be purchased at this Mint.)

The first coin press

Assay and Balance Scales

Commemorative Medals

Military Medals

A sample set of Proof Coins

Archives, dating from 1792

Galvanos

Medal Collection

Examples of foreign coins made here.

In the far right corner, you will see our mascot - "Peter the Great" - his story is on the case.

You are welcome to take the time you need to see this room - detailed and explanatory information is on each exhibit.

We hope you have enjoyed your visit. Thank you for your attention.

NOT SEEN ON TOUR

In the Rolling and Cutting Section, the cast ingots are cold rolled to the exact thickness of the coin to be manufactured. When the strip of metal is reduced to .200" or 2/10 of an inch thick, it is coiled. It remains in coil form until the final reduction and is then transferred to a blanking press where it is uncoiled and the correct diameter blanks or planchets are "punched" out.

The Annealing Section receives the blanks where they are heat treated in "rotary annealing furnaces". During the rolling and blanking processes, the metal is work hardened. When they are heat treated, the blanks are "softened" and then are placed in "tumbling barrels" for cleaning and polishing.

The next process before actual coining is the Upsetting Section where the edges of the blanks are squeezed between grooves causing a small amount of metal to be "pushed in" all around the edge. This is done to allow for proper coining when struck by dies.

ROUTING AND TRANSMITTAL SLIP

Date

6/5/89

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. Tito RAEI

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

This form letter should be used when the public is request a copy of the Mint's Report

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Office of Mgmt Svc

Room No.—Bldg.

566

Phone No.



DEPARTMENT OF THE TREASURY
UNITED STATES MINT
WASHINGTON, D.C. 20220

In response to your inquiry, here is the information regarding United States Mint publications.

The Mint currently has three reports available to the public. They are:

World Coinage Report: 1985-1986

Price - \$2.75

Order Number - 048-005-000-34-9

Annual Report of the Director of the Mint - Fiscal Year Ended September 30, 1987

Price - \$1.75

Order Number - 048-005-000-35-7

Annual Report of the Director of the Mint - Fiscal Year Ended September 30, 1986

Price - \$1.75

Order Number - 048-005-000-33-1

Each report should be ordered from:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

Thank you for your interest in the United States Mint.

Sincerely,

Judith L. Wagner
Assistant Director for
Management Services

EXHIBIT AREA

Many exciting displays claim the attention of the visitor joining a tour of the Denver Mint from the time of arrival at the Cherokee Street entrance until completion of the tour at the Delaware Street exit.

The first stop is the Historical Room. The primary responsibility of the Mint is to produce coins for general circulation and an illustrated step-by-step explanation of the actual coinage processes affords a preview of the operations to come. A secondary function, performed mainly at Philadelphia, is the manufacture of bronze national medals for sale to the public. Replicas of the first ten medals awarded by the Continental Congress to brave fighting men of the Revolutionary era head a long list of medallion memorials commemorating important people, places, and events. These include United States Presidents, Secretaries of the Treasury, Directors of the Mint, and individuals such as Robert Frost, Jonas Salk, the Wright Brothers, and others whose contributions in specific fields have been notable. Representative displays are positioned throughout the tour.

A universally popular group, originally intended for the youngsters, is the bronze miniatures of the larger Presidential medals. This series, produced also at the Denver Mint, carries the distinctive "D" identification symbol.

One exhibit contains medals made at the Denver Mint for presentation to Denver employees in recognition of their efforts in producing a record coinage in 1980. Dies and galvanos form an interesting highlight.

Lovers of antiques will enjoy the handsome brass chandelier and restored furniture in the turn-of-the-century office reproduced adjacent to the Historical Room.

Gallery windows offer a commanding view of the Mint's heavy artillery--the coinage presses and related machinery employed in converting metal blanks into money by the stamping of the Government's backing on them in the form of the current coin designs. The counting and bagging operations which follow prepare the coins for shipment.

The Denver Mint is the second largest depository for Treasury-owned gold in the country and the tour route passes another high point, a glittering display featuring gold bars the size of a standard building brick that dazzle the envious spectator. Privately minted gold coinage is no longer plentiful and the Mint is privileged to have on loan through the courtesy of the First National Bank of Denver, a collection of rare pieces produced by Clark, Gruber & Co. These, together with an 1852 privately minted \$20 octagonal gold slug, give an interesting insight into "necessity" coinage of the past, when the needs of a fast-growing nation were met in diverse ways.

Wide marble stairs lead down to the Grand Hall, where eight magnificent brass and green glass Tiffany chandeliers cast a glow on polished Vermont marble walls and inlaid floors which if they could talk would reveal hosting many notables, not the least of whom was a United States President, Dwight David Eisenhower. The mosaic replacement of the Great Seal of the United States, formed by hundreds of tiny colored ceramic tiles, is visible in the lobby area from the Grand Hall.

The tour comes to a close in the Numismatic Room. Here, too, are intricately worked brass chandeliers from the 1890's and a grouping of handsome antique furniture, some of which was handmade on the premises by early Mint craftsman.

A favorite attraction in this room is the vintage press where visitors may strike their own Denver Mint medal (see inside back cover). Other souvenirs available include the national medals previously described, selected coin sets, sundry numismatic items, Mint publications, and a variety of prints produced by the Bureau of Engraving and Printing, makers of the Nation's paper money.

NUMISMATIC SERVICE

The Bureau of the Mint maintains a mail order numismatic service for those wishing to obtain proof and uncirculated coin sets and medals. Details may be secured from the information receptionists during your visit to the Mint or by writing to the Bureau of the Mint, 55 Mint Street, San Francisco, California, 94175, where you may also have your name put on the mailing list to receive periodic coin sales releases.

Persons desiring coins struck and issued by the Mints in previous years; old or rare coins for collections; pieces of specific date or design, including commemorative coins; or coins in bulk lots (such as selective rolls and bags), may be able to secure them from banks, collectors, or coin dealers. These items are not available through Government sources.

TOURS

The Mint is open for guided tours the year around and visitors may witness the coinage operations daily except Saturdays, Sundays, holidays, and a short annual period in the summer when an official shutdown takes place for inventory purposes. The exhibit area is not closed, however, and the public is invited to come and enjoy the many items of interest.

Reservations are not required for the 30-minute conducted tours, which start approximately every 15-20 minutes and accomodate from 25-55 people. Information receptionists are on duty at the Mint to answer questions. Tour information may also be obtained by calling 303-837-3582. All mail inquiries should be sent to the Superintendent, United States Mint, 320 West Colfax Avenue, Denver, Colorado, 80204-2693.

The Mint is one of Denver's major tourist attractions. A warm welcome is extended to all and we hope you will carry home pleasant memories of your trip through this important Treasury facility.

EXHIBIT AREA

Many exciting displays claim the attention of the visitor joining a tour of the Denver Mint from the time of arrival at the Cherokee Street entrance until completion of the tour at the Delaware Street exit.

The first stop is the Historical Room. The primary responsibility of the Mint is to produce coins for general circulation and an illustrated step-by-step explanation of the actual coinage processes affords a preview of the operations to come. A secondary function, performed mainly at Philadelphia, is the manufacture of bronze national medals for sale to the public. Replicas of the first ten medals awarded by the Continental Congress to brave fighting men of the Revolutionary era head a long list of medallic memorials commemorating important people, places, and events. These include United States Presidents, Secretaries of the Treasury, Directors of the Mint, and individuals such as Robert Frost, Jonas Salk, the Wright Brothers, and others whose contributions in specific fields have been notable. Representative displays are positioned throughout the tour.

A universally popular group, originally intended for the youngsters, is the bronze miniatures of the larger Presidential medals. This series, produced also at the Denver Mint, carries the distinctive "D" identification symbol.

One exhibit contains medals made at the Denver Mint for presentation to Denver employees in recognition of their efforts in producing a record coinage in 1980. Dies and galvanos form an interesting highlight.

Lovers of antiques will enjoy the handsome brass chandelier and restored furniture in the turn-of-the-century office reproduced adjacent to the Historical Room.

Gallery windows offer a commanding view of the Mint's heavy artillery--the coinage presses and related machinery employed in converting metal blanks into money by the stamping of the Government's backing on them in the form of the current coin designs. The counting and bagging operations which follow prepare the coins for shipment.

The Denver Mint is the second largest depository for Treasury-owned gold in the country and the tour route passes another high point, a glittering display featuring gold bars the size of a standard building brick that dazzle the envious spectator. Privately minted gold coinage is no longer plentiful and the Mint is privileged to have on loan through the courtesy of the First National Bank of Denver, a collection of rare pieces produced by Clark, Gruber & Co. These, together with an 1852 privately minted \$20 octagonal gold slug, give an interesting insight into "necessity" coinage of the past, when the needs of a fast-growing nation were met in diverse ways.

Wide marble stairs lead down to the Grand Hall, where eight magnificent brass and green glass Tiffany chandeliers cast a glow on polished Vermont marble walls and inlaid floors which if they could talk would reveal hosting many notables, not the least of whom was a United States President, Dwight David Eisenhower. The mosaic replacement of the Great Seal of the United States, formed by hundreds of tiny colored ceramic tiles, is visible in the lobby area from the Grand Hall.

The tour comes to a close in the Numismatic Room. Here, too, are intricately worked brass chandeliers from the 1890's and a grouping of handsome antique furniture, some of which was handmade on the premises by early Mint craftsman.

A favorite attraction in this room is the vintage press where visitors may strike their own Denver Mint medal (see inside back cover). Other souvenirs available include the national medals previously described, selected coin sets, sundry numismatic items, Mint publications, and a variety of prints produced by the Bureau of Engraving and Printing, makers of the Nation's paper money.

NUMISMATIC SERVICE

The Bureau of the Mint maintains a mail order numismatic service for those wishing to obtain proof and uncirculated coin sets and medals. Details may be secured from the information receptionists during your visit to the Mint or by writing to the Bureau of the Mint, 55 Mint Street, San Francisco, California, 94175, where you may also have your name put on the mailing list to receive periodic coin sales releases.

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omit

(Please step to the windows)

We are pleased to welcome each of you to the U.S. Mint at Denver. Please remain at the windows while we explain the operations taking place.

To the far right of the room, there are punch presses which are punching out blanks at the rate of 5,000 per minute. The cut blanks are next annealed, cleaned and transported to the upsetting mills where the edges are milled and slightly raised. The raised edge protects the face of the coin from wear, enables the coins to be stacked in banks and provides additional metal for the lettering on the edge of the coin.

On the left hand side of the room, the finished blanks are fed into coin presses of which we have ⁵⁷~~70~~ various types now in operation. Here, the impression is stamped on both sides of the blank simultaneously- two coins per strokes in some presses and four per stroke in others. The press operators frequently inspect the struck coins for die wear and cracked dies. ~~One type of press in current use is capable of producing 750,000 coins per 24 hours.~~ In the center of the room by the yellow poles, we have ⁵~~a~~ sizing machine, called shakers. These machines detect coins which are incorrect in size.

After stamping, the struck coins are transported to the Counting and Reviewing Section where they are inspected ~~to the extent consistent with available time and personnel.~~ The coins are then double counted in automatic counting machines, bagged and weighed. They are then shipped on orders from the Bureau of the Mint, Washington, D.C., to Federal Reserve Banks throughout the country which, in turn, distribute them to their member banks.

STOP

13
Please form a circle around the table at the other end of
the room.

5 second delay
(30 second delay)

The Denver Mint was constructed in 1904. The first coins struck were quarters, but today we make all current denominations of coins. Half dollar production for general circulation was started again in February 1971, after a halt of a little more than a year. Silver dollars have not been produced since 1935, but production of a cupronickel clad version for general circulation was resumed in July 1971. *Production of The Susan B. Anthony dollar*

Began in July of 1979
The first step in the manufacturing of coins is the compiling of various pure metals like copper and nickel or copper and zinc in the specified proportion by weight for the coins to be made. Until June 1975 this make-up was then melted in electric furnaces and cast into 420 pound ingots similar to the bronze ingot on the table in front of you. These ingots were fed into 19" rolling mills where they were rolled down to the thickness of the coins to be produced. This rolled strip, now in coil form and approximately 200 feet long, was then trimmed and fed into punch presses from where the punched blanks emerge at the rate of approximately 5,000 per minute. In 1975 we removed our melting and rolling facilities and are using the space for additional coinage presses. All of our coinage metal strip is now purchased from private industry and shipped to the Denver Mint in coil form ready for the punch presses.

29,000,000
The Denver Mint is now producing approximately 27,000,000 pieces per day. ~~Congress authorized the minting of the Bicentennial coins during 1975 and 1976.~~ Occasionally, we produce coins for foreign countries.

Some numismatic items such as the Denver Mint Medal, *Denver Souvenir Sets*
Presidential Medals and a few items produced by the Bureau of
Engraving and Printing are on display and available for purchase
in our exhibit and sales room at the end of the tour.

In the next room you will see the upsetting mills and
additional stamping presses, followed by the Counting and Bagging
Section.

We in the Mint wish to thank you for your interest and
hope you enjoy the tour. Now if you will please step forward to the
door, we will continue the tour. You are asked to refrain from
smoking and no picture taking is allowed for the remainder of the
tour. If you have any questions pertaining to the Mint, feel free
to ask *Your Tour Guide* the Officer in charge of your tour.

G. TOURS

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Your group will follow you to the first post while you explain to them where they are and tell them to proceed to the railings while you explain the press room operation.

Point out automatic scale and small beam balance. Proceed to third post and ask them to follow you to the Counting, Bagging and Reviewing Area. Keep your group together.

Facts and outline on the explanation of the press room area will be given to you by your supervisor.

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Ask your group to follow you to the next exhibit.

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Ask them to follow you quietly down the stairs to the Grand Hallway and to the end of the tour, the Numismatic Sales Room.

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Historical facts for this area are in your handbook, please study them. Give the names of the Superintendent, Director and the Secretary of the Treasury.

Inside the room, explain what they will see and what they can buy.

This room has been completely remodeled and opened for the first time to the public on Monday, June 18, 1979.

You will see the famous Clark, Gruber and Company coin collection on loan to us from the First National Bank of Denver.

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Explain the authentic press.

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Let them look over the other cases and artifacts and again, ask them if they have any questions.

Thank them for their cooperation and tell them how enjoyable it was to have them on your tour and for them to proceed to the sales area.

If on continuous tour. . .

You then proceed back to the Visitors' Entrance and pick up another tour and repeat the process.

SECTION II

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Calls requesting technical information that must be supplied by another division of the Mint should be handled as follows: if the call is local, the person's name, telephone number, and question, should be taken and they should be told that the call will be returned; if the call is long distance, the person's name, telephone number, and question, should be taken and they should be told that the call will be returned; if the call is long distance, the person's name and address will be requested and the caller will be advised that a letter will follow. Give the request to the Supervisor who will contact the appropriate division and obtain an answer.

Calls for the Superintendent should be reasonably screened. Ask the requestor the nature of the call. This should be an indication as to whether you should provide an answer, request the Supervisor or Division Head to answer or transfer the call to the Superintendent's secretary for action.

Visitors should be handled with courtesy. All questions should be answered if at all possible. Visitors requesting to see anyone in the Mint shall be referred to the Security Officers.

A reasonable amount of each of the following pamphlets should be on hand for visitors.

As stocks are depleted, the Supervisor should be advised and will order replacements.

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3. Keeping an incident log of customer complaints and any unusual requests or events as they occur
4. Checking the Code-a-Phone in the morning. The Code-a-Phone gives a recorded message to anyone calling before or after business hours.

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Bureau of the Mint
501 13th Street, N.W.
Washington, D.C. 20220

Attn: B. Frere, Assistant Director for Marketing

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The Division Head will be consulted on all questionable mail.

The proper form replies are selected and attached to the enclosures. The Division Head reviews it for accuracy and completeness and then forwards the correspondence to the Superintendent for her signature.

G. TOURS

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(3) Press Room

There are 2 microphones in this area. One on the first post and one on the third post.

Your group will follow you to the first post while you explain to them where they are and tell them to proceed to the railings while you explain the press room operation.

Point out automatic scale and small beam balance. Proceed to third post and ask them to follow you to the Counting, Bagging and Reviewing Area. Keep your group together.

Facts and outline on the explanation of the press room area will be given to you by your supervisor.

(4) Counting, Bagging and Reviewing Area

There is a microphone on the wall in this section and you will be using it immediately. Explain the operation of this area to your group and again encourage them to ask questions. Keep your group together.

Facts and outline on this section are in your handbook.

Ask your group to follow you to the next exhibit.

(5) Gold Exhibit

This can be the most impressive exhibit. Ask them all to gather around you and take turns looking at this most impressive sight.

Know your facts on today's market for the price of gold and silver. Tell them what it is worth on the open market (whatever the closing price is).

Study your handbook and explain to them what a troy ounce is, what the numbers represent on the bars. Ask your group some questions. Maybe they know the answers.

Ask them to follow you quietly down the stairs to the Grand Hallway and to the end of the tour, the Numismatic Sales Room.

(6) Numismatic Sales Room

As you enter the room point out the historical furniture and the artifacts contained in the case on the left. The beautiful chandeliers that were found in the attic and the Clark, Gruber cabinet that was originally in that private mint.

Historical facts for this area are in your handbook, please study them. Give the names of the Superintendent, Director and the Secretary of the Treasury.

Inside the room, explain what they will see and what they can buy.

This room has been completely remodeled and opened for the first time to the public on Monday, June 18, 1979.

You will see the famous Clark, Gruber and Company coin collection on loan to us from the First National Bank of Denver.

You may buy a blank for \$1. and strike your own Denver Mint Medal on an authentic Mint coin press.

You may purchase historical medals produced by the Mint that range in price from 50¢ to \$10. Coin sets produced in Denver and Philadelphia and the famous Bicentennial Proof and Uncirculated Sets can also be purchased.

Explain the authentic press.

The sales personnel will be glad to offer their assistance in helping you select an item of your choice.

Proceed to the center case that contains the Clark, Gruber and Company coin collection with your group and point out the most valuable coin which is the \$20. gold piece and worth . The entire collection, of which this is a small part, is worth in excess of \$100,000.

Let them look over the other cases and artifacts and again, ask them if they have any questions.

Thank them for their cooperation and tell them how enjoyable it was to have them on your tour and for them to proceed to the sales area.

If on continuous tour. . .

You then proceed back to the Visitors' Entrance and pick up another tour and repeat the process.

SECTION II

A. INFORMATION

Information Receptionists and Sales Store Checkers represent the Bureau of the Mint and the U.S. Government; consequently, a well-groomed appearance and a well-modulated voice shall be maintained.

Good telephone manners are essential. Calls requesting information about tours, mint operations, etc., shall be answered in a courteous manner. Any queries that cannot be answered will be referred to the Supervisor. Do not terminate call until all questions have been fully answered or take the number for a call back with required information.

Calls requesting technical information that must be supplied by another division of the Mint should be handled as follows: if the call is local, the person's name, telephone number, and question, should be taken and they should be told that the call will be returned; if the call is long distance, the person's name, telephone number, and question, should be taken and they should be told that the call will be returned; if the call is long distance, the person's name and address will be requested and the caller will be advised that a letter will follow. Give the request to the Supervisor who will contact the appropriate division and obtain an answer.

Calls for the Superintendent should be reasonably screened. Ask the requestor the nature of the call. This should be an indication as to whether you should provide an answer, request the Supervisor or Division Head to answer or transfer the call to the Superintendent's secretary for action.

Visitors should be handled with courtesy. All questions should be answered if at all possible. Visitors requesting to see anyone in the Mint shall be referred to the Security Officers.

A reasonable amount of each of the following pamphlets should be on hand for visitors.

As stocks are depleted, the Supervisor should be advised and will order replacements.

The Information Receptionist shall be well-informed on the history of the Mint and remain current in regard to matters concerning numismatic activities of the Bureau, new policies, operations, and procedures, etc.

A "Reference Book" for Information Receptionists will be compiled. The Supervisor is responsible for the promulgation of Bureau of the Mint Newsletters and the like and will see that this information is included in the "Reference Book". This book shall be locked up at night. The Supervisor is responsible for its handling and safekeeping. It shall not be defaced and worn pages shall be replaced.

The Tour Guide assigned to oversee the tour area shall also be responsible for:

1. The overall appearance of the area
2. Tour groups of 35 or more people
3. Keeping an incident log of customer complaints and any unusual requests or events as they occur
4. Checking the Code-a-Phone in the morning. The Code-a-Phone gives a recorded message to anyone calling before or after business hours.

B. CORRESPONDENCE

Correspondence is sorted by the Division Head.

All checks received for purchase of numismatic items shall be photocopied and the original check returned to sender with a form letter.

Mail received of an unusual nature concerning public affairs, policy, odd requests concerning the origin of certain coins and medals, or any mail that requires much research shall be checked by the Division Head for possible reply before mailing to:

Bureau of the Mint
501 13th Street, N.W.
Washington, D.C. 20220

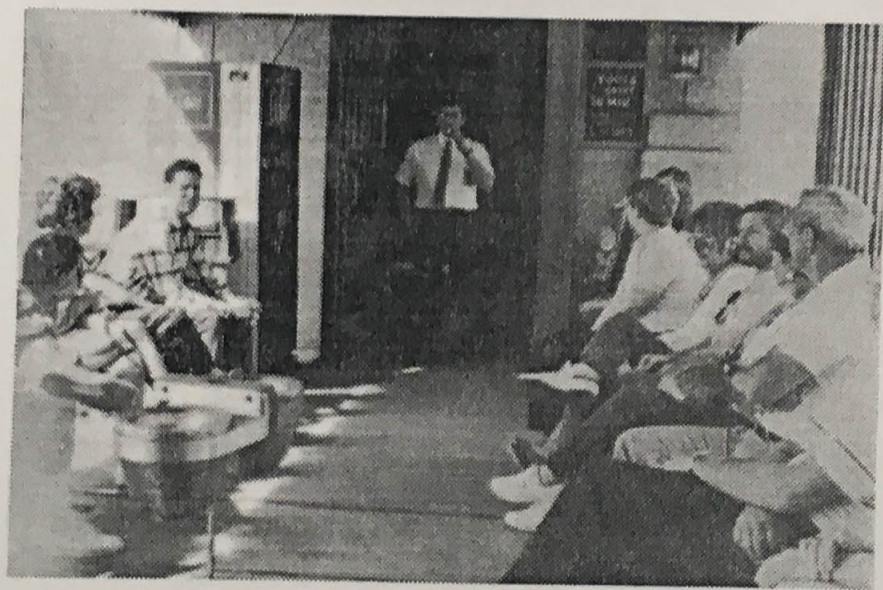
Attn: B. Frere, Assistant Director for Marketing

All other mail e.g., mail which contains queries similar to those received by phone, shall be given to the secretary. Each letter will be read carefully and thoroughly. Replies will be complete and concise.

The Division Head will be consulted on all questionable mail.

The proper form replies are selected and attached to the enclosures. The Division Head reviews it for accuracy and completeness and then forwards the correspondence to the Superintendent for her signature.

TOUR ROUTE GUIDE
U.S. MINT DENVER



The following information will help you in conducting a well organized tour of the U.S. Mint, Denver facility.

A well organized and conducted tour will create a good rapport with the visitors and the other departments within the Mint.

You are expected to be alert, polite, considerate, and informative.

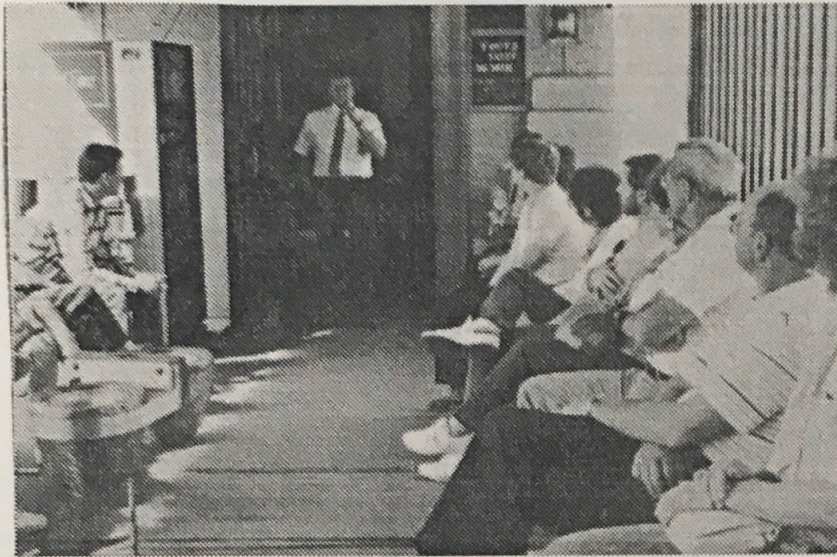
INSTRUCTIONS

1. Read and understand the following written and pictorial information.
2. Review questions and ask your trainer if you do not understand.
3. Organize your material for each presentation point of the tour route.
4. Our objective is to inform the public about the history of the Denver Mint and its coinage.
5. If you do not know an answer to a question, do not guess. Get the information before the visitor leaves the sales area, or get mailing information and name of the person, so the question can be answered by mail. Ask your supervisor or a permanent in our section.

EAST VISITORS ENTRANCE

- o First impressions are going to set the tone of your time spent with the visitors. You are the Denver Mint!!
- o A friendly welcome.
- o Tour Restrictions
 - No eating, drinking, smoking, or picture taking, while in the building.

- o It is important that we stay together as a group. Please follow me upstairs.



HISTORICAL 1ST ROOM



- o Stop at entrance to the area and face the visitors as they enter the area. (Individual greeting is okay.)
 - Count visitors as they enter.
 - Direct entering visitors to move over and follow down along the window area, to the far end. (Helps keep door area from jamming up.)
 - Start the tape, or your own presentation. (Remember to log total number of visitors on log sheet.)



- o Move to west end of the room (while tape is playing) or, if doing a verbal presentation, you should use the microphone at the west end of the room. (So at end of the presentation, you will be in a location to lead the group into the main Press Room.)
- o If using the tape, unfasten the barrier to the entrance of the Press Room while tape is running, so you are ready to move smoothly on to the Press Room when the tape ends.
- o Questions can and will come at almost any time. As a guide, your function is to answer the question, but keep in mind, you want an orderly flow to continue, to keep the group moving. Judgement on your part will be the best for a given situation!

QUESTIONS

- The 1st room, if the tape is playing, try to encourage them to

listen to that first. (Obvious reason-they will miss information on the tape.)

-- IF VISITORS NEED A REST ROOM:

1. EMERGENCY- Tour Guide from break room. Do not leave your group.
2. URGENT BUT NOT CRITICAL- Briefly mention the rest room is 10-12 minutes away, along the tour route.
3. UPSET STOMACH- Barrel near tour guide office is for emergency situations. (You want to then consider contacting emergency, extension 4735 or 4123). If the barrel was used, contact or ask guides in office to call custodial personnel to remove it.

-- If questions occur in the 1st room as you are moving to, or are ready to go on to, the Press Room, great! Although it is loud in the area it does allow a good opportunity to answer questions. Try to keep your group moving into the Press Room to avoid congestion.

MAIN PRESS ROOM

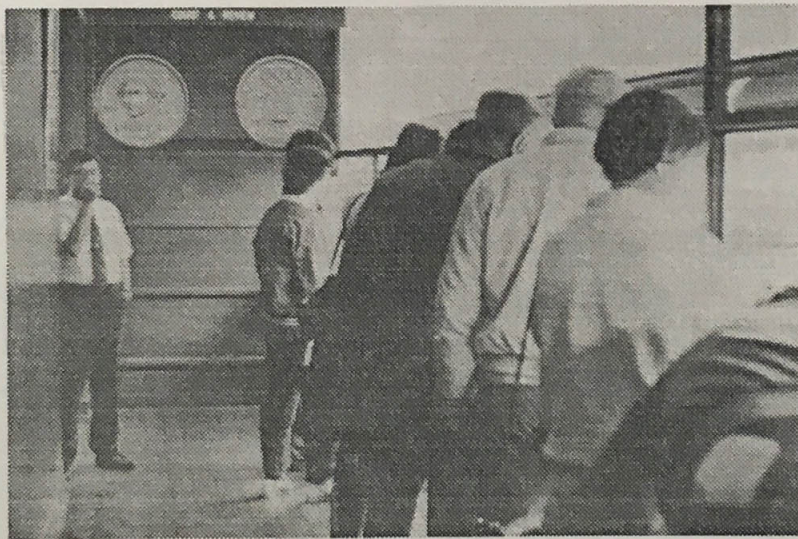


- o Keep in mind, the visitor is looking to you for leadership. They only know that it is a loud and large room. You, with your movement and gestures, can show them where they may go while in this area. (Ask your trainer what works well for them).

- o You will only want to spend two or three minutes in this area, depending on the tour schedule and the questions.
- o Upon entering the area, make sure the barrier is closed to the entrance to Count and Review.
- o Because there is no formal presentation in this area, the visitor tends to get into his own world here, and in order for you to regain organized movement again, careful wording is necessary for your comments to now move to Count and Review.
 - It is important that we stay together as a group, so please follow me to the next area now!

COUNT AND REVIEW

- o It is important for you, as a Guide, to keep in mind how many people are in your group. This is extremely important in Count and Review because of the small space in this area. The glass overlook area will accommodate 25 people at a time. Tour sizes vary, but lines are almost always the rule in our peak tourist season.



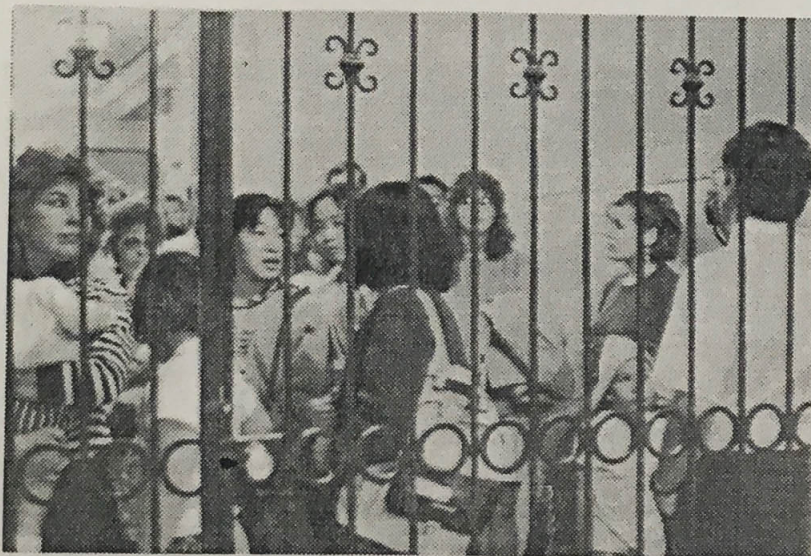
- o You will be leading the group into the area from the Press Room, so take the first people all the way to the far end. Using the microphone now to direct the flow of people is important. (EXAMPLE: The area is rather crowded, so form a single line, as close together as possible, and hold your position at the glass, please.) When approximately 25 people are at the glass, direct a 2nd line to flow to the far end of the area. (You may now want to advise them that you

will direct them to switch places later in the presentation ... so everyone will get a chance to view what is going on down below.) When you feel all visitors are in the area, start your presentation. Mid-way through the presentation, stop and allow visitors to change places with someone at the glass. (In cases of 60 or more visitors in a group, three changes at the glass may be necessary.

- o Explanation at the end of Count and Review concerning the rest rooms is critical. Refer to your presentation for this area.
 - o You will be moving to the Gold Hall and will lose visual contact with part of the group at this point. It is important, for keeping a smooth flow of the group and knowing when to start your presentation in the Gold Hall to make a mental note of someone at the back of the group here in Count and Review. When you see that person enter the Gold Hall, or the Police Officer at the end of the group, you know it is time to start your presentation.
- Those visitors using the rest rooms, cannot be waited for. You must now begin your presentation at the Gold Hall.

GOLD HALL PRESENTATION

- o When you move down the Gold Hall to the vault, you will turn to the visitors and point out the gold vault. Saying, "Take a brief look inside the vault, and then step to the back wall, please." At this point, move to the microphone, allow for a three second delay in pressing the talk button, and watch for the last person or Officer to enter the hall.



- o You may now start your presentation with a brief statement regarding the visitors at the back of the group—they will have a chance to view the display in the vault (as we move downstairs in a few minutes.)
- o At the end of your Gold Hall presentation, always:
 1. Thank the group for coming to the Mint.
 2. Advise the visitors to use caution on the stairway.
 3. Please stay to the left side of the hallway and move directly on to the sales area.
 4. Let the visitors know you will be at the door to the sales area, for any final questions.



SALES ROOM AREA

- o There is no presentation given in the Sales Room, but often you will be asked questions there. You will want to keep several items in mind:
 1. Get the visitors into the Sales Room and close the door to the Grand Hall. If possible, count visitors or use the presence of the Police Officer accompanying the tour to determine the end of the group.
 2. Use the time while visitors are entering the Sales Room to answer final questions. Avoid blocking the doorway by moving the visitor with a question out of the main flow, or into the Sales Room, so visitors can continue into the Sales Room.
 3. Be alert to visitors trying to back-track to the rest rooms or the Grand Hall. Visitors must be accompanied by a Mint

employee, to return to the rest room, and then escorted back to the sales area. The door to the sales area must be closed before you can accompany any visitors back to the rest room.

4. If you have a handicapped visitor on your tour, you must make arrangements to escort them from the Gold Hall area to the elevator, down to the first floor (out under the machine gun nest) down the Grand Hall to the sales room door, and into the sales area. Advise the handicapped visitor he/ she may stay in this area as long as they wish. Please advise a cashier when they are ready to leave the sales area.

GENERAL INFORMATION

o Answering Phones.

- Good morning or afternoon, U.S. Mint, may I help you?
 - Large groups calling- be sure to get the date, time, and amount of visitors in the group. Be sure to convey that this is NOT A RESERVATION, but merely a courtesy to help eliminate large groups from arriving at the same time. (Be sure to check the board for that reason!!) Give the caller an example-if 30 people are ahead of them when they arrive, their group will be split if it exceeds the amount allowed on a tour.
 - Handicapped visitors will be directed to the employee entrance on the west side of the building.
 - When going to the employee entrance to escort handicapped visitors to the beginning of the tour route, be sure to inform them of: no eating, drinking, smoking, or photographs while in the building.
 - While conducting a tour, always keep in mind the nearest emergency phone location, or the emergency fire evacuation route, for the safest way out of the building.
- o In the event of a visitor becoming ill while in the building, or on your tour, notify the Police Officer, if applicable, or use the Tour Guide break room phone. The phone near the entrance to Count and Review, and Gold Hall offers several choices- Mr. Carey's office, the EMT office up the stairway, or the Police Officer at the front door. In the sales area, use the Police Officer in that area or sales area phones.
- o Unruly or disruptive visitors should be handled by the Police Officer with your tour. If no Officer is with your tour, use the same procedure listed above for an ill tourist.
- o Fire evacuation instructions are posted in the tour break room.
- o Limit personal calls to a minimum. The phones in the tour break room

are business phones and should be treated as such.

- o Coin set availability and prices are common questions on the phone. Be prepared to answer questions about them and the U.S. Mint medals.
- o While on tour, limit conversation with other employees to only items which concern the job--this includes the Police Officers. If Mint employees are trying to approach you, or the visitors in your group, while the tour is in progress, notify your supervisor, as soon as possible.

The following pages are texts concerning presentation of the three main points of the tour. You may find it easier to present it in a slightly different version, but the basic information must be presented.

IF YOU WILL STEP TO THE WINDOWS OVERLOOKING THE LOWER LEVEL, I WILL EXPLAIN THE PROCESS YOU ARE VIEWING BELOW.

HISTORIC FIRST ROOM

THE DENVER MINT PRODUCES THE FIVE COINS IN GENERAL CIRCULATION TODAY-- THE PENNY, NICKEL, DIME, QUARTER, AND HALF DOLLAR. THE PROCESS VARIES SLIGHTLY FOR THE PENNY AND THE SILVER- COLORED COINS. I WILL EXPLAIN THE SILVER-COLORED COINS FIRST. THE PROCEDURE STARTS WITH LARGE ROLLS OF RAW MATERIAL BEING LOADED INTO THE BLANKING PRESSES HOUSED IN THE LARGE BLUE STRUCTURES IN THE FAR RIGHT- HAND CORNER OF THE ROOM. THE ROLLS WEIGH 4,000 TO 7,000 POUNDS EACH. EACH MACHINE IS CAPABLE OF PRODUCING 5,000 BLANKS PER MINUTE. FROM THERE, THE BLANKS ARE TAKEN TO THE FAR LEFT- HAND CORNER OF THE ROOM AND PLACED IN THE ANNEALING FURNACE. HERE, THEY WILL BE HEATED TO 1400 DEGREES FAHRENHEIT; THEN COOLED AND WASHED IN WATER. THIS IS DONE TO SOFTEN THE BLANK SO IT WILL TAKE THE IMPRESSION MORE EASILY LATE IN THE PROCESS.

FROM THERE, THE BLANKS ARE TAKEN UPSTAIRS TO A ROOM WE DO NOT GET TO SEE ON THE TOUR, CALLED UPSETTING. THIS IS WHERE THE RAISED EDGE IS PUT ON THE BLANK. THIS SIZES THE BLANK TO THE PROPER DIAMETER AND EXTENDS THE LIFE OF THE COIN. FROM UPSETTING THE BLANKS ARE BROUGHT BACK DOWN AND LOADED IN THE TOP OF THE STAMPING PRESSES LIKE THE ONES YOU SEE BELOW.

SINCE OCTOBER 1, 1982, THE PENNY BLANKS HAVE COME TO US FROM PRIVATE INDUSTRY, JUST THE WAY YOU SEE THEM BELOW. ALL BLANKS WILL HAVE THE IMPRESSIONS PUT ON BOTH SIDES AT ONCE WITH A PRESSURE OF BETWEEN 40-110 TONS PER SQUARE INCH. THE IMPRESSION IS TRANSFERRED TO THE BLANK WITH A DIE MADE OF HARDENED STEEL, MANUFACTURED ONLY BY THE PHILADELPHIA MINT. THE DIES ARE MADE TO LAST ABOUT A MILLION STRIKES AND AROUND HERE, WE WEAR OUT DIES IN TWO TO THREE DAYS.

THE DENVER MINT OPERATES 24 HOURS A DAY, FIVE DAYS A WEEK, PRODUCING BETWEEN 25-35 MILLION COINS PER DAY OR ROUGHLY 1-1 1/2 MILLION DOLLARS PER DAY. DENVER AND PHILADELPHIA ARE THE TWO MINTS THAT MANUFACTURE COINS FOR GENERAL CIRCULATION. SAN FRANCISCO AND WEST POINT MAKE ONLY SPECIAL EDITION COLLECTOR ITEMS. YOU WILL ONLY SEE COINS AT A MINT--PAPER MONEY IS MADE

EXCLUSIVELY BY THE BUREAU OF ENGRAVING AND PRINTING IN WASHINGTON, D.C.

REGARDING THE COMPOSITION OF THE FIVE COINS IN GENERAL CIRCULATION TODAY, THE SILVER- COLORED COINS CONTAIN NO SILVER AT ALL. THEY CONTAIN 90% COPPER AND 10% NICKEL. THE NICKEL IS 75% COPPER AND 25% NICKEL. SINCE OCTOBER 1, 1982, THE PENNIES CONTAIN 2% COPPER AND 98% ZINC. PRIOR TO THAT DATE, THE PENNY WAS 95% COPPER AND 5% ZINC.

IN A MOMENT, WE WILL BE GOING INTO THE MAIN PRESSROOM. IT IS QUITE NOISY, SO AFTER A BRIEF LOOK AT THE PRESSES AND DISPLAYS, WE WILL MOVE ON TO THE NEXT AREA.

COUNT AND REVIEW

THIS IS THE FINAL STAGE OF THE MINTING PROCESS. EVERY COIN MANUFACTURED HERE, ENDS UP COMING TO THIS AREA TO BE COUNTED, WEIGHED, AND PACKAGED FOR SHIPMENT.

YOU WILL NOTICE DOWN THE CENTER OF THE ROOM THERE ARE TWO SETS OF COUNTING MACHINES. (THESE MACHINES ARE LOADED WITH COIN FROM THE TOP.) THE COINS WILL AUTOMATICALLY MOVE THROUGH THE MACHINE, BE COUNTED TWICE ELECTRONICALLY AND PLACED INTO BAGS OR LARGE SHIPPING CONTAINERS. THE COINS MOVE THROUGH THE MACHINES AT THE RATE OF:

\$50 PER BAG FOR PENNIES

\$200 PER BAG FOR NICKELS

DIMES, QUARTERS AND HALVES AT \$1000 PER BAG.

THE MACHINE AUTOMATICALLY SHUTS OFF WHEN IT HAS THE PROPER AMOUNT OF COINS IN EACH BAG. AT THAT POINT, THE BAGS WEIGH 28-50 POUNDS, DEPENDING ON THE COIN IN THE BAG.

THE OPERATOR THEN PULLS THE BAG FROM THE MACHINE AND SEWS IT SHUT WITH A HAND- HELD SEWING MACHINE AND PLACES IT ON THE LARGE METAL SKID BEHIND THE WORK AREAS. (CHANGE PLACES AT GLASS IF YOU HAVE A LARGE GROUP.) ONCE THE SKID HAS THE PROPER AMOUNT OF BAGS, IT IS TAKEN TO THE FAR LEFT- HAND CORNER OF THE ROOM AND WEIGHED ON THE LARGE ELECTRONIC SCALE. THE COINS ARE THEN TAKEN TO A HOLDING VAULT TO AWAIT SHIPMENT TO ONE OF TWELVE FEDERAL RESERVE DISTRICTS THROUGHOUT THE COUNTRY. (WITHIN THESE 12 DISTRICTS ARE 37 FEDERAL RESERVE BANKS WHICH ORDER AND RECEIVE NEW COINS FOR DISTRIBUTION TO THE COMMERCIAL BANKING INDUSTRY.) ON AN AVERAGE, IT TAKES TWO TO THREE MONTHS FROM THE TIME WE SEW THE BAGS SHUT TO THE TIME THEY ARRIVE AT A COMMERCIAL BANK AND ARE READY FOR YOU AND I TO USE. THE AVERAGE LIFE EXPECTANCY OF A COIN IS 15 YEARS, AS COMPARED TO 18 MONTHS FOR A DOLLAR BILL.

BANKS ARE ALWAYS ON THE LOOKOUT FOR WORN OUT COINS. THEY WILL PULL THEM FROM CIRCULATION AND SHIP THEM TO THE PHILADELPHIA MINT WHERE THEY ARE MELTED DOWN. SINCE THERE ARE NO LONGER PRECIOUS METALS IN COINS, THEY ARE MELTED, THEN SOLD AS SCRAP TO THE HIGHEST BIDDER.

AT ANY GIVEN PART OF THE DAY, THERE WILL BE UP TO 1/4 MILLION DOLLARS IN CHANGE BEING PROCESSED DOWN ON THE FLOOR. WITH ALL THIS MONEY, YOU MAY

WONDER WHAT KEEPS THE EMPLOYEES FROM GRABBING A HANDFUL AND WALKING OUT. SEVERAL THINGS ARE DESIGNED TO KEEP THIS FROM HAPPENING:

1. All employees under go an investigation before they are hired.
2. We have a policy of no coins in, no coins out. All our vending machines operate on plastic debit cards.
3. At the end of the day or whenever we leave the building, we pass through equipment just like you do at the airport. However, our machines are more sensitive, they will detect the foil wrapping on a single stick of chewing gum.

IN A MOMENT WE WILL BE GOING DOWN THE HALL HERE BEHIND ME. THIS PART OF THE TOUR OFFERS THE ONLY REST ROOM STOP. WE ASK THAT IF YOU STOP, TO MAKE IT AS BRIEF AS POSSIBLE. FOR SECURITY REASONS IT IS IMPORTANT WE STAY TOGETHER AS A GROUP. IF YOU DO STOP, YOU MAY MISS A PART OF THE PRESENTATION; HOWEVER, I WILL BE AVAILABLE FOR A FEW MOMENTS IN THE SALES ROOM TO ANSWER ANY QUESTIONS.

GOLD HALL

TAKE A BRIEF LOOK IN THE VAULT, THEN STEP BACK TOWARD THE WALL. PAUSE AND READY THE MICROPHONE, WAIT FOR LAST PERSON TO ENTER THE HALL, THEN START THE PRESENTATION. THE 6 GOLD BARS ON DISPLAY ON THE ANTIQUE DISPLAY CASE EACH WEIGH 27-1/2 POUNDS TO YOU AND ME. IN TODAY'S MARKET, GOLD IS WORTH \$386 PER OUNCE. THAT WOULD MAKE EACH BAR WORTH \$154,400 OR TOTAL SIX BARS WORTH \$926,400. A LITTLE KNOWN FACT IS THAT THE DENVER MINT IS THE SECOND LARGEST GOLD DEPOSITORY IN THE COUNTRY; AND THE ONLY ONE THAT ALLOWS VISITORS. THE LARGEST IS FT. KNOX, THEN DENVER, AND THIRD IS WEST POINT, WHERE ALL THE GOLD COINS ARE MADE. {GOLD IN THE VAULT IS FROM HOMESTAKE MINE IN LEADS, S.D., LOT 33. WE KNOW IT IS FROM THE EARLY 1930'S. THE GOLD IS 997.8 PURE.}

NOW YOU KNOW WHY YOU WERE CHECKED WHEN YOU ARRIVED AND WHY WE DO NOT ALLOW PHOTOGRAPHS. WE ARE THE ONLY ONES WHO CAN TAKE PICTURES- IF YOU LOOK UP HERE YOU CAN SEE THE CAMERA AND THAT IS WHY YOU SEE THE BLUE UNIFORMED FEDERAL OFFICERS.

AS WE ENTERED THE HALLWAY, WE ENTERED THE ORIGINAL PART OF THE MINT. CONSTRUCTION WAS BEGUN IN 1898 AND COMPLETED IN 1904. IN THOSE DAYS THEY DID NOT MIND SPENDING A LITTLE MONEY TO MAKE THE BUILDING LOOK NICE. FROM HERE ON, NOTICE THE SOLID BRASS LIGHT FIXTURES. THEY WERE GAS POWERED UNTIL THE 1930'S, THEN CONVERTED TO ELECTRICITY. THE LIGHT COLORED MARBLE ON THE WALLS IS FROM VERMONT AND TENNESSEE, THE RED MARBLE ON THE FLOOR IS FROM ITALY.

SHORTLY WE WILL BE MOVING DOWNSTAIRS TO THE GRAND HALLWAY WHERE OVERHEAD YOU WILL BE ABLE TO SEE THE MINT'S PRIZED POSSESSIONS. THESE ARE 9 TIFFANY ORIGINAL CHANDELIERS. THEY ARE SOLID BRASS AND GREEN STAINED GLASS. THE ONES IN THE GRAND HALLWAY EACH WEIGH 350 POUNDS AND THE MASTER IN THE MAIN ENTRANCE AT THE FOOT OF THE STAIRS WEIGHS 450 POUNDS.

AT THE FAR END OF THE HALL IS THE ENTRANCE TO THE NUMISMATIC SALES AREA, OUR FINAL STOP ON THE TOUR AND ALSO THE EXIT FROM THE BUILDING. WHEN YOU GO OUT YOU WILL BE ONE BLOCK WEST OF WHERE YOU CAME IN. WHILE IN THAT ROOM THERE ARE A NUMBER OF THINGS TO SEE- MORE OF THE ORIGINAL FURNISHINGS, COINS, MEDALS, AND OTHER COLLECTIBLES NO LONGER AVAILABLE FOR PURCHASE.

COINS AND MEDALS THAT ARE AVAILABLE FOR PURCHASE ARE IN THE CIRCULAR GLASS CABINETS THAT ARE AROUND THE CASH REGISTERS. SOME OF THE ITEMS FOR SALE ARE: '88 OLYMPIC SERIES IN GOLD AND SILVER, '88 PROOF AND UNCIRCULATED SETS, AND A WIDE VARIETY OF U.S. MINT MEDALS. START MOVEMENT DOWN THE STAIRS, GUIDE SHOULD USE STAIRWAY TO THE LEFT, TO STAY IN FRONT OF THE GROUP. OPEN DOOR TO SALES AREA, AND BE PREPARED TO ANSWER ANY FINAL QUESTIONS.

- o NOTE: VALUES ON THE GOLD CHANGE DAILY, USE CORRECT FIGURES EACH DAY. COIN SETS AVAILABLE IN THE SALES AREA VARY AND CHANGE. STAY CURRENT WITH WHAT IS AVAILABLE.
- o SOUVENIR DENVER MINT MEDAL SHOULD ALSO BE EXPLAINED AT THE GOLD HALL PRESENTATION. IT WILL NEED TO BE APPROPRIATE FOR THE PROCEDURE INVOLVED FOR THAT DAY.
- o THINGS TO REVIEW BEFORE TOURS BEGIN EACH DAY:
 - Coins being made that day in the press areas.
 - Gold price for values of the gold display.
 - Press in Sales Room - Is it operating today?
 - Check schedule for your assignment.

Our Gold Exhibit

"This is Our Gold Exhibit"

The Denver Mint is a major Gold Depository along with Fort Knox and the New York Assay Office.

The six gold bars on display weigh four hundred troy ounces each, which is approximately twenty seven and one half pounds.

The number on the gold bars represent the date the bar was cast and the particular melt it came from. A melt usually consisted of six bars to a melt. The rest of the numbers describe the assay, which indicates the fineness of gold that is in the bar itself.

You will notice a chip on one of the bars. The Bureau of the Mint annually audits a portion of the gold in its depositories. The Audit Committee counts, weighs, and actually chips off samples at random from some of the bars and assays them to verify the gold and its fineness.

TOUR GUIDE ROSTER

JERRY KEMPF
5570 E. Dickenson Pl.
Denver, CO 80222
758-1635

LINDA KASEL
1848 S. VanGordon Ct.
Lakewood, CO 80228
985-5014

CHRIS CHAVEZ
85 Field St.
Lakewood, CO 80226
232-4106

WENDY CHAVEZ
7595 Zuni St.
Denver, CO 80221
650-9285

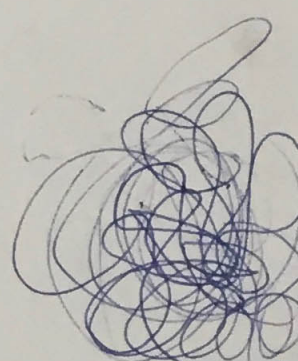
TONI GUNTHER
1748 S. Vancouver ST.
Lakewood, CO 80228
986-3343

JANAY KRONEBERGER
820 1/2 9th St. Plaza
Greeley, CO 80631
356-5965

SARAH SCHER
355 Goldco Circle
Golden, CO 80403
278-3623

RON DUKES
1156 Troy St.
Aurora, CO 80011
343-8090

KIM LUNA
2301 E. 84th Ave
Thornton, CO 80229
287-7646





EXHIBITS AND PUBLIC
SALES DIVISION

THE DEPARTMENT OF THE TREASURY

UNITED STATES MINT

DENVER, CO 80204-2893

DATE: December 16, 1992

TO: Tour and Sales Personnel

FROM: Guillermo Hernandez, Acting Tour Supervisor

SUBJECT: Division Smoking Policy

This is a reminder and restatement of the division policy on smoking. The areas that have been designated specifically as non-smoking areas are the following:

The Salesroom, this includes the area behind the press.

Research Room

Room 118, Salesroom Office

Please respect and follow the above stated restrictions on smoking. If you have any questions concerning the policy, please feel free to contact me or Mr. Rael.

cc; Tito Rael
Pam Flynn



EXHIBITS AND PUBLIC
SALES DIVISION

THE DEPARTMENT OF THE TREASURY

UNITED STATES MINT

DENVER, CO 80204-2893

DATE: November 25, 1992

TO: Exhibits & Sales Staff

FROM: Herb Carey, Supervisor *HC*
Exhibits & Sales

SUBJECT: Proposed Design for Tour Tickets

The following is being proposed for the tour ticket design. Please review and return to Herb Carey with any recommendations, comments or suggestions no later than December 8, 1992.

UNITED STATES MINT
DENVER, COLORADO
TOURS ADMISSION

TUESDAY

8:15 A.M.

PLEASE ARRIVE FOR YOUR TOUR ^{NO} LATER THAN FIFTEEN
(15) MINUTES BEFORE THE ~~ABOVE~~ TIME.

^{VOLUME} DUE TO THE NUMBER OF ^{VISITORS} PEOPLE ^{YOUR SCHEDULED TOUR} WANTING TO TOUR THE MINT,
WE WILL NOT ALLOW ANYONE WHO IS LATE OR WITHOUT A
TICKET.

NOTICE: ALL PERSONAL BELONGING, INCLUDING CAMERA EQUIPMENT WILL
BE PASSED THROUGH AN X-RAY SCANNING MACHINE.



EXHIBITS AND PUBLIC
SALES DIVISION

THE DEPARTMENT OF THE TREASURY

UNITED STATES MINT

DENVER, CO 80204-2893

December 10, 1992

FOR YOUR INFORMATION- ALL TOUR GUIDES

1. PLEASE NOTIFY YOUR SUPERVISOR OR LEAD TOURGUIDE, IF YOU PLAN TO BE LATE OR HAVE AN APPOINTMENT OR EMERGENCY.

2. CHECK YOUR SCHEDULE!!!

3. THE PERSON THAT HAS THE FIRST TOUR, YOU'RE RESPONSIBLE FOR THE DISPLAY LIGHTS AND THE BROCHURES.

4. IF YOU NOTICE ANY OUTAGES IN THE DISPLAYS PLEASE REPORT THEM!!!!

5. CONTACT THE LEAD TOUR GUIDE OR A CO-WORKER FOR ELEVATOR ASSISTANCE. IF TIME PERMITS CALL IN ADVANCE TO KEEP THE VISITOR FROM WAITING TOO LONG.

6. ADVISE VISITORS OF OUR POLICY REGARDING STROLLERS, IF THERE IS SOMEONE WHO IS ALONE OFFER TO GET THE ELEVATOR FOR THEM.

7. WHEN ENTERING THE GRAND HALLWAY KEEP THE TOUR MOVING AS FAST AS YOU CAN, REMAIN BY THE DOOR OUTSIDE THE SALES ROOM UNTIL YOUR GROUP IS COMPLETELY IN THE SALES AREA.

8. IF YOU HAVE A PERSON WHO IS ON THE ELEVATOR MAKE SURE YOU GREET THEM INTO THE SALESROOM, AND MAKE ARRANGEMENTS WITH THEM BEFORE YOU LEAVE THE SALES ROOM.

9. CHECK THE SALES ROOM FOR ANY TRASH, PAPERS, CANDY WRAPPERS ETC.
PICK THEM UP!

10. CHECK THE BROCHURES AND REPLENISH AS NEEDED.

11. PLEASE !!! ROPE OFF THE AREAS AS YOU RETURN TO THE RESEARCH ROOM.

12. IF YOU ARE THE PERSON THAT HAS THE NEXT TO THE LAST TOUR PLEASE ASSIST IN CLOSING DOWN THE TOUR ROUTE.
IF WE HAVE OUTGOING MAIL FOR THE DAY BRING IT DOWNSTAIRS.

13. THE PERSON THAT HAS THE LAST TOUR CHECK THE MAILBOX FOR THE MAILING LIST FORMS AND TAKE THEM TO KAREN SUE'S OFFICE.

IF WE DO THESE THINGS WE WILL FIND THAT OUR DEPARTMENT WILL RUN
MORE EFFECTIVELY.

THANK YOU FOR YOUR ATTENTION IN THIS MATTER.

PAMELA FLYNN,
TOUR LEADER

CC. MR.TITO RAEI, DIV.CHIEF
MR. HERB CAREY,SUPERVISOR

THINGS TO REMEMBER:
TOUR GUIDES

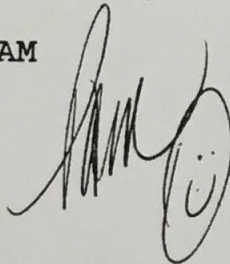
1. PLEASE NOTIFY YOUR SUPERVISOR OR LEAD TOURGUIDE, IF YOU PLAN TO BE LATE OR HAVE AN APPOINTMENT OR EMERGENCY.
2. CHECK YOUR SCHEDULE!!!
3. COMMUNICATE WITH THE PERSON WHO IS GREETING THE VISITORS.
4. CONTACT LEAD TOUR GUIDE OR CO-WORKER FOR ELEVATOR ASSISTANCE. IF TIME PERMITS CALL IN ADVANCE TO KEEP THE VISITOR FROM WAITING TOO LONG.
5. ADVISE VISITOR OF OUR POLICY REGARDING THE STROLLERS, IF THERE IS SOMEONE WHO IS ALONE OFFER TO GET THE ELEVATOR FOR THEM.
6. WHEN ENTERING THE GRAND HALLWAY KEEP THE GROUP MOVING AS FAST AS YOU CAN, REMAIN BY THE DOOR UNTIL YOUR GROUP IS COMPLETELY IN THE SALES ROOM.
7. IF YOU HAVE A PERSON WHO IS ON THE ELEVATOR PLEASE MAKE SURE YOU GO AND GREET THEM INTO THE SALESROOM. PLEASE MAKE ARRANGEMENTS WITH THEM BEFORE YOU LEAVE THE SALES ROOM.
8. IF WE HAVE OUT GOING MAIL IN THE RESEARCH ROOM PLEASE BRING IT DOWN DAILY.
9. CHECK THE SALES ROOM FOR ANY TRASH, PAPERS, CANDY WRAPPERS ETC.
10. CHECK THE BROCHURES AND REPLENISH AS NEEDED.
11. PLEASE !!! ROPE OFF THE AREAS AS YOU RETURN TO THE RESEARCH ROOM.
12. IF YOU ARE THE PERSON THAT HAS THE NEXT TO THE LAST TOUR PLEASE ASSIST IN CLOSING DOWN THE TOUR ROUTE.

IF WE DO THESE THINGS WE WILL FIND THAT OUR DEPARTMENT WILL RUN MORE EFFECTIVELY.

THANK YOU FOR YOUR ATTENTION IN THIS MATTER.

YOURS TRULY,

PAM

A handwritten signature in dark ink, appearing to be 'Pam', with a large, stylized flourish at the end.

EXHIBITS & SALES STAFF ASSIGNMENTS

ELLEN CASEY

RON DURR

PAM FLYNN

GUILLERMO HERNANDEZ

JAMES HIGGINS

VINCE ROBINSON

TERRY RUMMLER

NANCY VEST

JUANITA VALENZUELA

CHRISTINE RIVERA

DORIN SEIDEN

DATE:

RECORDED BY:

TOUR GUIDE LIST FOR MINT POLICE OFFICERS
ON AREAS 5, 5A. THIS LIST IS CURRENT BUT
MAY CHANGE. YOU WILL BE NOTIFIED.

DATE: ____/____/____

8:10	_____	11:30	_____
8:20	_____	11:40	_____
8:30	_____	11:50	_____
8:40	_____	12:00	_____
8:50	_____	12:10	_____
9:00	_____	12:20	_____
9:10	_____	12:30	_____
9:20	_____	12:40	_____
9:30	_____	12:50	_____
9:40	_____	1:00	_____
9:50	_____	1:10	_____
10:00	_____	1:20	_____
10:10	_____	1:30	_____
10:20	_____	1:40	_____
10:30	_____	1:50	_____
10:40	_____	2:00	_____
10:50	_____	2:10	_____
11:00	_____	2:20	_____
11:10	_____	2:30	_____
11:20	_____	2:40	_____
		2:50	_____
		3:00	_____



OFFICE OF
DIRECTOR OF THE MINT

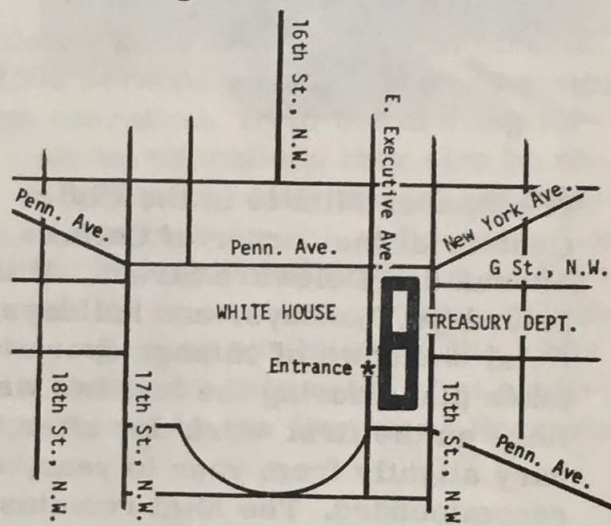
DEPARTMENT OF THE TREASURY
BUREAU OF THE MINT
WASHINGTON, D. C. 20220

MINT TOUR DATA

The Bureau of the Mint headquarters, which is also the Office of the Director of the Mint, is located in Washington, D. C. With the exception of a small laboratory, operated for testing purposes, and the sales and exhibit area, the functions are purely administrative. No coinage operations are carried on in Washington.



The Department of the Treasury

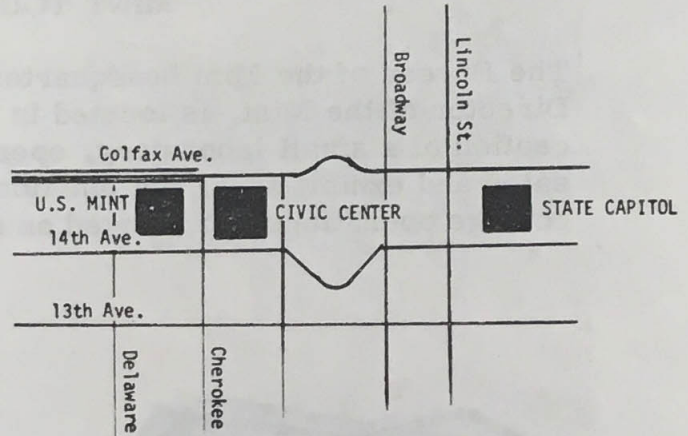


The Bureau of the Mint administers the Exhibit Hall in the Main Treasury Building, 15th Street and Pennsylvania Avenue, N. W., in Washington, D. C. Tuesdays through Saturdays, from 9:30 a. m. to 3:30 p. m., visitors may stroll among interesting historical and educational exhibits depicting the activities of the various Treasury bureaus. For those with more time to spare, there are movies in the Exhibit Hall theater. Mint medals, souvenir coin sets, and Mint publications, as well as prints produced by the Bureau of Engraving and Printing, of historic buildings, U. S. Presidents, and other public figures, are available for purchase. Phone: 202-566-5221.

The Bureau of Engraving and Printing, the Treasury agency charged with the manufacture of paper currency, stamps and securities, is located at 14th and C Streets, S. W., Washington, D. C. Self-guided audio-visual tours, conducted Mondays through Fridays from 8:00 a. m. to 2:00 p. m., provide the public with a view of the various operations performed in the manufacture of paper money. The tour takes approximately 25 minutes. Phone: 202-566-2000.

Admission to both the Treasury Exhibit Hall and the Bureau of Engraving and Printing is free and no reservations or passes are required. Both are closed on all legal holidays.

DENVER MINT



The Denver Mint is in the Civic Center, at the corner of Colfax Avenue and Delaware Street. It is open for tours year around, except for Saturdays, Sundays, and holidays, and for the period when there is an official shutdown of coinage operations for inventory purposes. This usually takes place during the last two weeks of June, with resumption of operations on the first work day after the Fourth of July. Since the dates may vary slightly from year to year, an inquiry in advance of your visit is recommended. The Mint remains open during the shutdown from 8:00 a. m. to 3:00 p. m. so that those who wish may view the gold display on the mezzanine floor and browse in the exhibit area and numismatic sales room. Souvenir coin sets, Mint medals and publications as well as sundry numismatic items may be purchased.

Conducted tours, starting every 15 minutes, accommodate between 25 and 35 people and take approximately one-half hour to complete. Reservations are not accepted. Admission is free. The tour schedule is as follows:

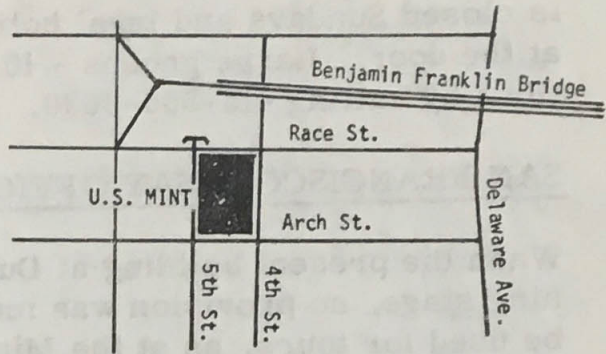
May 1 to October 1 - 8:00 a. m. to 3:30 p. m.
October 1 to May 1 - 8:30 a. m. to 3:00 p. m.

The Mint is closed to visitors Saturdays, Sundays, and holidays.

Restrictions:

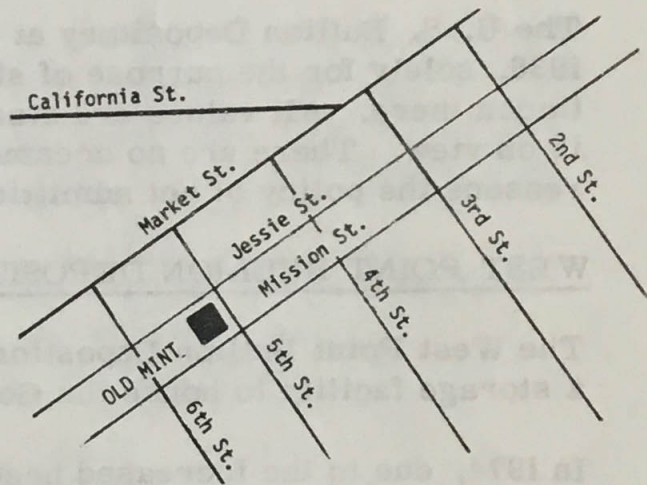
Children under the age of 14 must be accompanied by an adult. Packages, parcels and large handbags are subject to inspection. Special arrangements for handicapped persons may be made by calling the Exhibits and Public Sales Supervisor at 303-837-3331.

PHILADELPHIA MINT



The Philadelphia Mint is on Independence Mall at 5th and Arch Streets. A gallery, designed to accommodate 2500 persons an hour, affords visitors an elevated view of the entire coinage operation, from the melting furnaces to the coin stamping presses. Medal operations may also be observed. Hours are from 8:30 a.m. to 4:00 p.m. daily except Saturdays, Sundays and Federal holidays. No reservations for the audio-visual, self-guided tours are necessary. Admission is free. Walking time on the tour is about one-half hour. The numismatic room on the mezzanine contains historic coins and medals and a variety of other exhibits. In the lobby is a sales counter where mint medals, souvenir coin sets, Mint publications and an assortment of prints produced by the Bureau of Engraving and Printing are available for purchase.

SAN FRANCISCO OLD MINT



In the summer of 1972, the Old San Francisco Mint building at 5th and Mission Streets was declared a national landmark. Administrative offices and the computer center occupy a part of the building. The Mint Museum, which occupies two floors restored in the original Victorian style, features exhibits depicting early California history and the role played by the Mint; a continuous showing of the Mint film "The Granite Lady;" a display of gold bars and nuggets, and a numismatic sales room where souvenir coin sets, Mint medals and publications, and other items may be purchased. The Old Mint is open Tuesdays through Saturdays from 9:00 a.m. to 4:00 p.m., but

is closed Sundays and legal holidays. Tour guides are available on request at the door. Large groups - 10 or more - are requested to make reservations by calling 415-556-3630. Admission is free.

SAN FRANCISCO ASSAY OFFICE

When the present building at Duboce and Hermann Streets was in the planning stage, no provision was made for galleries or corridors which could be used for tours, as at the Mints in Denver and Philadelphia. All existing space is utilized by personnel and heavy equipment. For safety and security reasons, it is not possible or desirable to authorize visits by the public.

NEW YORK ASSAY OFFICE

There are no facilities to accommodate visitors at the New York Assay Office; the building is not open to the public and no tours are conducted. Actually, the NYAO is primarily a receiving, storage, refining and distributing office for precious metals.

FORT KNOX BULLION DEPOSITORY

The U. S. Bullion Depository at Fort Knox, Kentucky, was constructed in 1936, solely for the purpose of storing gold. No operating force is maintained there. All values are stored in sealed compartments and no gold is on view. There are no accommodations for the public. For security reasons the policy of not admitting visitors is strictly enforced.

WEST POINT BULLION DEPOSITORY

The West Point Bullion Depository was constructed in 1938, primarily as a storage facility to house the Government stocks of silver bullion.

In 1974, due to the increased need for coins of all denominations, and particularly the anticipated demand for newly designed Bicentennial coins, the Congress authorized the Secretary of the Treasury to press into service for coin production any facility of the Bureau of the Mint. This permission will remain in effect as long as necessary. West Point was chosen as an auxiliary facility and coinage operations are being performed there. Owing to the size of the building and the need for strict enforcement of security regulations, visitors cannot be accommodated at this institution.



This certifies that this souvenir card is Number
464 of 1000 printed in 1985 by the Numismatic Card Company in commemoration of the Bicentennial of the United States Mint at Philadelphia, Pennsylvania.

Numismatic Card Company

SOUVENIR CARD

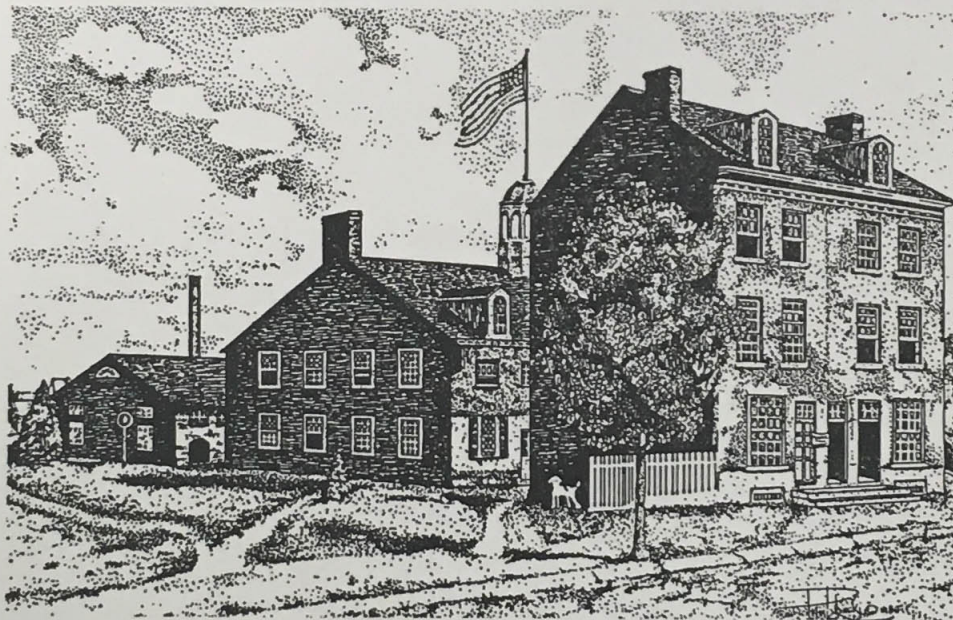
TWO-HUNDREDTH ANNIVERSARY

of the

UNITED STATES MINT

Philadelphia, Pennsylvania

1792



1992

"Ye Olde Mint"

The Act of April 2, 1792 provided for the establishment of the first United States Mint. This Federal law also made provisions for a Mint Director, Assayer, Chief Coiner, Engraver and Treasurer. On April 14, 1792, President Washington appointed David Rittenhouse as the first Director of the Mint. Construction began on July 19, 1792 and at 10:00 A.M. on July 31st, David Rittenhouse laid the foundation stone. The foundations and walls were completed and the frame work of the roof was raised August 25th. The building was completed September 7th. Frank H. Stewart, who authored the "History of the First United States Mint: Its People and Its Operations" in 1924, states, "It is easy to imagine that immediately upon the completion of the Mint building that the patriot, Rittenhouse, ordered the Stars and Stripes hoisted above it so that the first Mint of the United States must have had the unique distinction of being the first of all Government owned buildings dedicated for public use and purpose, to display the National colors."



Souvenir Card Series
1985

SOUVENIR CARD

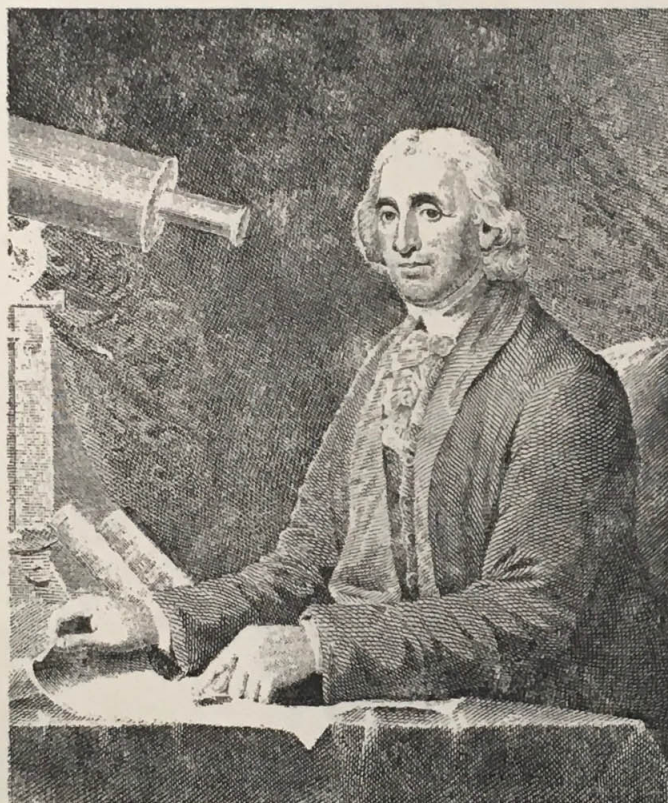
TWO-HUNDREDTH ANNIVERSARY

of the

UNITED STATES MINT

Philadelphia, Pennsylvania

1792



1992

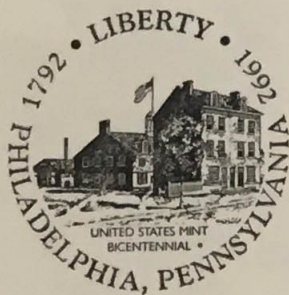
David Rittenhouse

DAVID RITTENHOUSE
First Director of the Mint

Self-educated, David Rittenhouse went on to become one of the country's most distinguished scientists of his day. He was an astronomer, mathematician, a mechanical genius and a world famous philosopher.

David Rittenhouse was appointed Director of the Mint on April 14, 1792 by President Washington. Rittenhouse had the responsibility of purchasing property, erecting the necessary buildings, procuring machinery, implements and apparatus, and to employ skillful artists and mechanics for the first United States Mint. The first coins of the United States were struck under the direction of Rittenhouse.

David Rittenhouse remained in charge of the Mint until June 1795, when his declining health compelled him to resign. He died on the 26th of June, 1796, in his sixty-fifth year.



Souvenir Card Series
1986

This certifies that this souvenir card is Number
352 of 1000 printed in 1986 by the Numis-
matic Card Company in commemoration of the
Bicentennial of the United States Mint at Phila-
delphia, Pennsylvania.

Numismatic Card Company

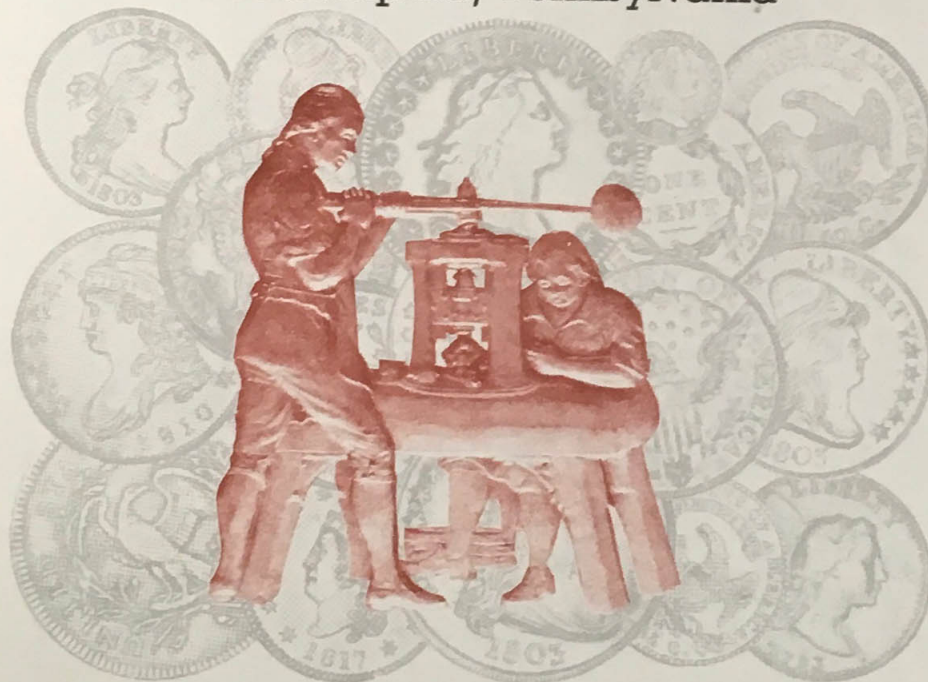
This certifies that this souvenir card is Number
390 of 1000 printed in 1986 by the Numismatic Card Company in commemoration of the Bicentennial of the United States Mint at Philadelphia, Pennsylvania.

Numismatic Card Company

SOUVENIR CARD

TWO-HUNDREDTH ANNIVERSARY
of the
UNITED STATES MINT
Philadelphia, Pennsylvania

1792



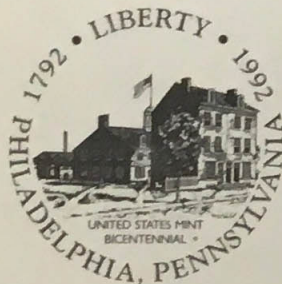
1992

First Coining Press

From the opening of the first U.S. Mint in 1792 until the introduction of steam coining presses in 1836, our Nation's coinage was laboriously struck on screw presses powered solely by the strong arms of the coiners.

George Escoll Sellers, in his "Early Engineering Reminiscences," published in the American Machinist in 1893, briefly described the coinage by screw press as follows: "Through this window the passersby going up and down the alley could readily see the bare-armed vigorous men swinging the heavy end-weighted balanced lever that drove the screw with sufficient force so that by the momentum of the weighted ends this quick-threaded screw had the power to impress the blank and thus coin each piece."

Coiners and Screw Press detail from a U.S. Assay Medal of 1928.



Souvenir Card Series
1986

Numeromatic Exhibits / Tour Information

ACID FREE FY92
THE HOLLAND CORPORATION
FEDERAL BUREAU OF INVESTIGATION

